

Monitoring Review Checklist

This tool helps county/LPA staff prepare for case reviews by ensuring all necessary documents and documentation for each record are available in NC FAST for DCDEE staff prior to the first day of the month monitoring is scheduled.

Additional information: Any requests for missing documents and/or documentation after the first day of the month monitoring occurs must be provided to DCDEE staff by the date requested to be considered for scoring purposes. If received after the due date, the information presented may be considered as part of the corrections process, as applicable.

Do not make any retroactive changes to the case without approval from the Program Compliance Consultant. Reviewers consider what information was available to county/LPA staff at the time of eligibility determination for the month being monitored.

Child Name & CNDS #:

Service month being monitored:

| | Yes | NA | Comments |
|--|-----|----|----------|
| <p>The signed application or recertification booklet that covers the service month monitored.</p> <ul style="list-style-type: none"> ○ Note: If the client has completed a recertification after the service month monitored, the new recertification documents are only needed if a change is reported on the new recertification that impacts the service month monitored. <ul style="list-style-type: none"> ○ Example: Month monitored is Jan. 2024 and cert period ends Jan 31, 2024. The recertification booklet received in agency 1/5/24 and processed 2/2/24 has a change in income that resulted in a decreased parent fee for Jan. 2024. | | | |
| <p>Signed NC FAST 20009 or DCDEE-0106</p> | | | |
| <p>Verification of income which may include, but not limited to the following:</p> <ul style="list-style-type: none"> ○ OVS results (or OLV, if OVS was not generated or returned insufficient results) ○ pay stubs ○ employment verification forms ○ self-employment base period income and expenses ○ documentation of contact with employers | | | |
| <p>Signed and dated child care voucher for the provider the child attended in the service month monitored.</p> | | | |
| <p>Verification of need for child care services which may include, but not limited to the following:</p> <ul style="list-style-type: none"> ○ pay stubs ○ employment verification forms ○ documentation of contact with employer ○ school schedule with name and date and/or official registration with name and classes ○ special needs verification ○ referrals for services to support Foster Care, CPS, CWS, and WFES (MRA-B) | | | |
| <p>Any additional documentation used to determine:</p> <ul style="list-style-type: none"> ○ eligibility ○ need for care ○ level and plan of care ○ appropriate responses to reported changes (including verification of changes) | | | |
| <p>Other pertinent information for determination of eligibility and continued eligibility, such as:</p> <ul style="list-style-type: none"> ○ calculator tapes or the written explanation of calculations ○ explanation of alternative budgeting methods | | | |