

Self Assessment of Internal Control

Eligibility

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Is there a policy manual to provide staff with direction for making and documenting eligibility determinations?
			2.	Are personnel responsible for collecting information regarding eligibility determinations adequately trained?
			3.	Are eligibility objectives and procedures clearly communicated to employees?
			4.	Are authorization signatures on eligibility documents periodically reviewed?
			5.	Are manual criteria checklists or automated processes used in making eligibility determinations?
			6.	Is there a process for periodic eligibility re-determinations in accordance with program requirements?
			7.	Are there procedures to verify the accuracy and completeness of information used to determine eligibility?
			8.	Do channels of communication exist for people to report suspected eligibility improprieties?
			9.	Is documentation of eligibility determination in accordance with program requirements?
			10.	Is the quality control function independent from the persons responsible for administering the programs?
				B. Monitoring
			11.	Are calculations of assistance payments reviewed by someone independent of the person calculating the payment?
			12.	Is information provided by the client verified with an independent third party?
			13.	Are eligibility determinations approved by a designated official before assistance payments begin?
			14.	Are clients periodically reviewed to determine continued eligibility?
			15.	Is there a quality control function which selects a

				sample of eligibility determinations for review?
			16.	Are error rates of incorrect eligibility that are identified by the quality control unit within acceptable limits?