

Separation of Duties Post Reviews

Post reviews must be completed within 2 weeks of the certification date. Post reviews can be completed by phone or file review.

Review completed by:

Phone Calls

	Client #1	Client #2	Client #3	Client #4	Client #5	Client #6
Date review completed						
Staff completing the certification						
Client name						
Client ID						
Document below with a "C" for correct or not noted issues, "I" for apparent issues or fraud or N/A for not applicable						
Asked how services were						
Verified address						
Verified name and date of birth of children, if applicable						
No issues found *If "I" document resolution						
Resolution: Meet with client at next appointment (insert appointment date)						

File Reviews

	Client #1	Client #2	Client #3	Client #4	Client #5	Client #6
Date review completed						
Staff completing the certification						
Client name						
Client ID						
Certification Date						
Category						
Time to complete certification						
Document below with a "C" for correct or not noted issues, "I" for apparent issues or fraud or N/A for not applicable						
Valid physical address						
Income information appears valid						
Heights/Lengths and weights appear consistent and probable						
Mom's and infant's food packages match						
Reviewer notes						
No issues found *If "I" document resolution						
Resolution: <ul style="list-style-type: none"> Phone call (document above) Meet with client at next appointment (insert appt date) 						