

Income Maintenance Child Care File Checklist

SAO# (applicable audit number):	Application Period	Review Service Month/Year:	
Head of Household Name:		HOH DCN:	
Child Name:		Child DCN:	
	Type of Documentation Active Income Maintenance Cases	FSD Review File Reviewed for Specific Information	ECPS Review File Reviewed for Specific Information
1	Request for Application (FA-100): This form printed and signed for in-person application and recertification interviews, or Child Care Application/Eligibility Statement (IM-1CC) , or Child Care Recertification Review Form (FA-502): for mail in or drop off applications and recertification.	Yes or NA	Yes or NA
2	Interview Summary (FA-102)	Yes or NA	Yes or NA
3	Communications Transmittal Form (IM-16), as applicable: Documentation of any other communication to support the eligibility.	Yes or NA	Yes or NA
4	Eligibility Determination: Documentation used to substantiate the eligibility decision.	Yes or NA	Yes or NA
5	Valid Need for Care: Documentation used to substantiate a valid need for care.	Yes or NA	Yes or NA
6	Interim Changes: Supporting documentation for any interim changes to the eligibility period.	Yes or NA	Yes or NA
7	Quantity and Type of Care: Documentation used to determine the type (days, evening/weekend) of care and number of units authorized for care.	Yes or NA	Yes or NA
<ul style="list-style-type: none"> Please ensure that any additional documentation that is necessary to support eligibility and payments is also included in files sent to auditors. Staff is to pull any system archive information and print any comments supporting the eligibility and authorization for the audit. 			
Printed Name and Title of Staff Reviewing Case File for Submission		Signature	Date Reviewed
Local FSD Supervisor			Date
Local FSD County Manager			Date:
ECPS Program Development Specialist			Date:
ECPS Operation Manager			Date:
ECPS Program and Policy Manager			Date:
Child Care Administrator			Date: