**ATTACHMENT C: NCDAAS CLIENT RECORD REVIEW AND UNIT VERIFICATION WORKSHEET Page       of**

**CONGREGATE NUTRITION – NSIP ONLY**

# DATE OF ASSESSMENT: Click or tap to enter a date. AGENCY:

# MONTH AND YEAR REVIEWED:

* + Attach to this worksheet the Units of Service Verification Report used to select the sample of clients and units. Identify on this report the persons sampled and the month(s) reviewed. Also attach copies of other worksheets, such as copies of the ZGA-903 or comparable document.
  + List on the reverse side of this worksheet the clients and specific dates for which units could not be verified, if applicable.
  + Provide a copy to the agency during the exit interview of both sides of this completed worksheet if unverified units are found.

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| CLIENT NAME | S/R/W Code | Eligible client?  If special eligibility, state documentation reviewed. | | Date of most recent CRF? | DOA-101  CRF is complete  ? | CRF  updated at least every 12 months? | # units reported | # units verified | # units to be adjusted in ARMS |
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| TOTAL UNITS NOT VERIFIED =  Total units reported for all clients in month reviewed = | | | THIS REPRESENTS       % OF TOTAL UNITS REPORTED FOR THE MONTH  REVIEWED. If 10% or more, expand sample and select another month to review. | | | | | | |

# Signature of reviewer(s)       Date