**NC DIVISION OF AGING AND ADULT SERVICES**

**Fiscal Verification**

**ARPA Non-Unit III-B COVID codes 950 and 960**

**MONITORING TOOL**

Agency:

Agency Staff Interviewed:

Signature of Reviewer(s):

Date:

If both service codes are being monitored, use a separate monitoring tool for each allocation. For expenses related to ARPA codes **950 or 960,** select a month of reimbursement in ARMS and the same month of expenses reported in the tracking spreadsheet.

1. The provider attests that use of ARPA Act funding was for pandemic recovery.

\_\_\_[ ] \_\_Yes \_\_[ ] \_\_\_No

1. Reimbursement correlates with actual expenses. Take the selected month of reimbursement in ARMS and check it against actual expenses (receipts, payments documented in general ledger, other proof of purchases, etc.)

\_\_\_[ ] \_\_Yes \_\_\_[ ] \_\_\_No

1. Sample month selected in ARMS:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Reimbursement amount for sample month:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Actual month’s expenses:

|  |  |
| --- | --- |
| Type of Expense | Amount |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| Monthly Total       |       |

Documentation reviewed:

Notes and explanation if there are any variances:

1. Selected month’s reimbursement matches the reporting of expenses in the tracking worksheet for the same month.

\_\_\_[ ] \_\_Yes \_\_[ ] \_\_\_No

Notes and explanation if there are variances: