# ATTACHMENTS C & E: Client Record Review and Unit Verification

Directions:

1. Choose a random sample of clients, and be sure sample includes clients from each Site/Route/Worker (SRW) code. Include at least 2 people observed at the congregate site visit, and one or more special eligibility clients (if any). Sample size should be based total clients served by the provider, using the policy in Section 308 AAA Policy and Procedure Manual.
	1. If sample size exceeds space on page, make more copies of the page for the rest of the sample.
	2. The Notes column is optional and may be used as needed.
2. Attach Units of Service Verification Report (ZGA-542) used to select sample of clients and units. Highlight clients sampled. UV sample size may be split between 2 funding sources over a 2-month period. If the number served is greater than 150 unduplicated clients, the sample may be split between 3 codes with Division approval.
3. If unverified units are found, share a copy of this completed worksheet with the provider during the exit interview. Also attach copies of other worksheets, such as copies of the ZGA-903 or comparable meal tracking documents.

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| Service | Code |
| Congregate Nutrition Meals  | 180 |
| Congregate Nutrition Meals – NSIP-only  | 181 |
| Congregate Liquid Nutritional Supplement | 182 |
| Home-delivered Nutrition  | 020 |
| Home-delivered Nutrition – NSIP-only  | 021 |
| Home-delivered Liquid Nutritional Supplement | 022 |
| PEAS Project Meals | 620 |
| PEAS Project Food Boxes | 630 |
| PEAS Project Non-Client Expenses | 680 |
| PEAS Project Administrative Expenses | 690 |