# ATTACHMENT C: Client Record Review and Unit Verification Page      of

# HOME-DELIVERED MEALS

# DATE OF ASSESSMENT:       NUTRITION PROVIDER:

# MONTH AND YEAR REVIEWED:       FUND SOURCE:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Client Name | S/R/W Code | Eligible HDM client? Write in DOB and if applicable documentation reviewed for special eligibility. | Date of most recent CRF? | Is CRF complete? | Has CRF been updated at least every 6 months? | Has CRF been updated IN HOME at least every 12 months? | # units reported (A) | # units verified (B) | # units unverified (C) | Notes (Dates of unverified units, as applicable, other comments, etc.) |
| 1 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 2 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 3 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 4 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 5 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 6 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 7 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 8 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 9 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 10 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 11 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 12 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 13 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 14 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
| 15 |        |        | [ ]        |        | [ ]  | [ ]  | [ ]  |        |        |        |        |
|  | Totals |       |        |        |   |
|  |  Percent of unverified units = Total unverified units (C)       ÷  Total units reported (A)       x 100 =      % |
|  |  If 10% or more, expand sample and select another month for review. |

 **Notes:**

# Signature of reviewer(s)       Date