

Legal Services Corporation

Self-Inspection Case Review Form

2008 Case Service Reporting Data

Recipient Name: _____ **Recipient Number:** _____

The purpose of this form is to guide program staff reviewing sampled cases during the required Self-Inspection of 2008 Case Service Report (CSR) data. Not all questions in this form are applicable to all cases. The questions in this form may be answered from information contained either in a case file or in a case management system record.

Case Number: _____ Office: _____

Acceptance Date: _____ Closure Date: _____

Reviewer Name: _____ Date Reviewed: _____

Financial Eligibility Documentation – Income and Assets	
(1) Is there a specific amount of income recorded or a specific entry or notation (not a computer default) that the applicant’s household has no income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the recorded amount of household income less than or equal to 200% of the poverty guidelines in effect at the time of case acceptance? (may be answered “yes” if client’s income is over 200%, but client is eligible because client is seeking to maintain benefits provided by a governmental program under 45 CFR 1611.5(a)(1) OR is eligible based on medical expenses approved by the Director or designee under 45 CFR 1611.5(a)(2)).	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there: (a) a specific amount of assets recorded, or (b) a specific entry or notation (not a computer default) that the applicant’s household has no assets, or (c) a notation that the client is a recipient of benefits from a government program which tests for assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizenship/Alienage Documentation (Answer either Question 4 or 5, and answer the other question NA)	
(4) If the case involves brief advice and consultation by telephone only, and does not involve continuous representation as provided by 45 CFR Sections 1626.6(a) and 1626.7(a), is there a notation that the client is either: (a) a citizen (b) an eligible alien or (c) the alien client is eligible to receive legal assistance under the Kennedy Amendment as broadened by the VAWA 2006 or TVPA (see Program Letters 05-2 & 06-2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
(5) If the case involves in-person contact with the client, or an exchange of correspondence in the course of continuous representation of the client, is there: (a) a signed citizenship attestation; (b) documentation of alien eligibility as required by 45 CFR Sections 1626.6(a) and 1626.7(a); or (c) a notation that the alien client is eligible to receive legal assistance under the Kennedy Amendment as broadened by the VAWA 2006 or TVPA (see Program Letters 05-2 & 06-2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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Status of Casehandler	
(6) Is the casehandler either: (a) an attorney authorized to practice law in the jurisdiction where the assistance was rendered or (b) a person acting in the capacity of a paralegal under the direct supervision of an attorney in accordance with local rules of practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Level of Assistance Provided	
(7) In addition to a case closure category, is there written evidence demonstrating that the client received actual legal advice or representation within the definitions of the 2008 CSR Handbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Timeliness of Case Closing (Answer either Question 8 or 9 and answer the other question NA)	
(8) If the case involved only Counsel & Advice or Limited Action (CSR Categories A or B), was the case opened after September 30, 2007? Exceptions: this question should be answered "yes", even though the literal answer would be "no" for either (1) a case opened September 30, 2007 or earlier, where there is documentation in the case file of a determination that the case should remain open into the following year (2008) as per §3.3(a)(ii) of the 2008 CSR Handbook, or (2) a PAI pro bono case opened any time in 2007, as per §10.3 of the 2008 CSR Handbook.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
(9) If the case was closed in an Extended Service category (CSR Categories F, G, H, I, K or L), was legal advice or representation provided to the client during 2008, was there an entry in the case management system or file in 2007 indicating that the case should be held open into 2008, or if neither of the above, was legal assistance provided to the client in 2007? (Note – while a case should be closed in the year in which legal assistance to the client is completed, §3.3(b) allows programs to close an Extended Service case in 2008 if the file includes documentation of legal assistance rendered to the client in 2007).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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Duplicate Cases	
(10) Does the case file or case management system identify the client by name and has the case list been checked to determine whether this client's name appears in any other 2008 case?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(Answer Question 11 NA unless there is more than one 2008 case for the same client)</i>	
(11) During 2008, if the same client received assistance in one or more other cases (including PAI cases), are the other case(s) either: (a) assigned different legal problem codes or (b) distinguishable as involving different sets of facts?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Eligibility of Case Type	
(12) Is the case an eligible case type? (That means it is NOT a restricted case type such as a class action, abortion case, redistricting case, representation of an incarcerated person, etc., and also NOT a case type that may be pursued only with non-LSC funds).	<input type="checkbox"/> Yes <input type="checkbox"/> No