

Agency Name:

Contract #:

Program Name:

Please have the following documents available for the Annual Site Visit:

Program and Evaluation:

- Record of client data (i.e., name, address)
- Contact logs (home visit log or activity log)
- Client sign-in sheets / proof of attendance
- Client (Follow-up and Exit Forms)
- Client Consent Forms/Photo Release Forms
- Agenda, workshops, trainings, home visit schedule, workshops
- Published curriculum titles
- Course outlines including instructional objectives
- Log of client referrals
- Active client roster
- Client Files – a sample of these will be reviewed to ensure files have adequate documentation of consent and service delivery
- Data Collection Tools and Assessments (LSP, DECA, ASQ, ASQ-SE, as applicable)
- Printed materials used as handouts for clients (brochures, flyers, etc.)
- Signed copy of First 5 contract
- Mandatory Reporter signed statements (child abuse)
- Department of Justice clearance for all staff working directly with children (fingerprinting)
- Job descriptions
- Applicable Permits, Licenses, etc.

Management/Budget:

- Signed MOU between agency and any subcontractors, as applicable
- Accounting/Fiscal policies and procedures
- Competitive bidding procedures
- Paid receipts, paid invoices/supporting documentation for expenditures
- Bank statements
- Payroll information
- Time sheets
- Equipment and major purchases list (\$500 and over)
- Mileage reimbursement form
- Verification that actual disbursements match financial reports submitted
- Verification of indirect rate
- Cost Allocation plan
- Program income generated
- Segregation of Duties policy (Internal Control procedures)
- List of other funding sources, with amounts
- Monthly or Quarterly Fiscal reports
- Latest Audit report
- Financial report supporting documentation (e.g., check register, general ledgers, bank reconciliations, cash flow)
- Method of allocation for shared costs (type of cost and program benefited)