

Member Records

Significance of Member Records

- Member files are reviewed as part of grant monitoring/compliance.
- During OIG audits, any Member eligibility that is questioned could result in having to repay the funds paid to that Member for living allowance, taxes & insurance.



Significance of Member Records Continued...

- The Member's education award may become questioned & disallowed if:
 - Eligibility is not documented correctly.
 - Timesheets are incorrect, not signed, or contain unallowable activities.
 - Partial awards for compelling personal circumstances have not been documented in the Member file.

Member Records Frequent Issues

- Criminal history checks not completed.
- Missing/incorrect timesheets-missing dates & signatures.
- Member contracts not signed.
- Accompaniment exemptions or documentation.
- Service hours-unsupported, insufficient, before or after the Member contract was signed or after completion of term of service.
- Missing/incomplete records.

Questions/Comments