

Family Service File Audit

_____ **Summary** - According to CP 2510 there are _____ enrolled in the program at the time of the audit. There were _____ in CP and Family Service files. This audit included _____ who dropped since the last audit, to include:

The audit for this classroom indicated there were _____ out of _____ files with incomplete information.
Those child files were:

Correction: _____

Manila Folder- _____ of the _____ documents required were complete at this time. Documents missing or incomplete from this folder include:

Enrollment Application _____	Eligibility Form _____	Selection Criteria _____
Proof of Income _____	Proof of Age _____	Insurance Card _____
Social Security Card _____	Permission to Obtain _____	Program Permission Form _____
CACFP Addendum _____	DHS Keeping Kids Safe _____	Volunteer Orientation Signoff _____
All Signatures _____		

Correction: _____

Purple Folder- _____ of the _____ documents required were complete at this time. Documents missing or incomplete from this folder include:

Family Needs Survey _____	Family Interest Survey _____
Family Outcomes Survey (Fall) _____	Family Outcomes Survey (Winter) _____
Family Outcomes Survey (Spring) _____	Family Partnership Agreement _____
Parent Committee Code of Conduct _____	

Correction:

Blue Folder-- _____ of the _____ documents required were complete at this time. Documents missing or incomplete from this folder include:

Immunization Form _____	Physical Form _____	Blood Pressure _____	Lead _____
Growth Assessment _____	Vision _____	Hearing _____	Dental _____
Health History _____	Speech/Language (Fluharty) _____	Behavior Screening (TABS) _____	
Developmental Screening (Brigance) _____		Health & Behavior _____	
Referrals _____	Evaluation _____	MH Obs./Behavior. Plan _____	

Correction: _____

Auditor Signature _____ Date _____