

**Office of the State Controller**

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle  
Federal Programs**

Control Policies and Procedures

**Eligibility**

Agency \_\_\_\_\_ Year End \_\_\_\_\_

Program Name \_\_\_\_\_ CFDA # \_\_\_\_\_

**Bolded questions identify critical controls. A critical control is a control that will prevent or detect an error in the event that all other controls fail.**

Yes No N/A

- |             |    |   |
|-------------|----|---|
| ___ ___ ___ | 1. | Are there written policies that provide direction for making and documenting eligibility determinations?  |
| ___ ___ ___ | 2. | Is staff responsible for eligibility determination knowledgeable of the program requirements?             |
| ___ ___ ___ | 3. | <b>Are the following duties performed by different people:</b>  |
| ___ ___ ___ |    | a. <b>Verifying the information on the application?</b>   |
| ___ ___ ___ |    | b. <b>Determining eligibility?</b>  |
| ___ ___ ___ |    | c. <b>Calculating the assistance payment?</b>   |
| ___ ___ ___ |    | d. <b>Approving eligibility determinations and assistance calculations?</b>                               |
| ___ ___ ___ | 4. | Is the information provided by the applicant verified with independent sources?                           |
| ___ ___ ___ | 5. | <b>Are eligibility determinations approved by a designated official before assistance payments begin?</b> |
| ___ ___ ___ | 6. | <b>Are applicants periodically reviewed to determine continued eligibility?</b>                           |
| ___ ___ ___ | 7. | Is a sample of eligibility determinations reviewed for quality control?                                   |