

Six Month Budget Review Checklist for ICP

Participant's name: _____

Case Manager's name: _____

Date of ICP service budget review: _____

Date of six month review period: _____

Date of next ICP service budget review: _____

Budget worksheets reviewed?

Yes No

Checkbook register/bank statements reviewed?

Yes No

Do the items and the amounts listed on the budget worksheet match the items and amounts in the checkbook register (ie: checks written to the provider(s))? If not, why?

Yes No; why not?

Has a check been written to APD/AAA for repayment of taxes? If not, have checks been written to pay for taxes (ie: IRS, State of Oregon)? If not, why?

Yes No; why not?

When taxes are due is WBF paid as well?

OR

Is WBF being accrued to submit during tax time?

Yes No; why not?

Do payroll records show monthly payments to providers in the amounts specified in the service budget? If not, please explain.

Yes No; why not?

Notes section: Other items that is helpful to review: Bookkeeper records/statements or W2 statements. If these have been reviewed, please explain in the notes section. Continue on back page if needed.

**** Please keep this in the consumer's file ****