Follow-up on Annual Document Review

The subrecipient will use this form to follow up on questions and suggestions identified during GOCS's review of documents submitted during the annual review and preparation of the Pre-Monitoring form. Fill in all blanks with responses to questions and indications of future actions that will be implemented, and submit the document in Word format to serve@mt.gov. Please also submit any requested and supporting documentation as instructed below. Completion of this form will help narrow the focus of inquiry during any onsite visit, desk review, or other monitoring or oversight activity.

Subrecipient/Program Name	[This table to be completed by GOCS]				
Grant Number		Year		Risk Level	
Subrecipient Contacts					
Participating GOCS Staff					

Additional requested documents. As a follow-up on the annual document review and in anticipation of any upcoming site visit or desk review, submit the following documents with this form or, if instructed by GOCS, by the State File Transfer Service. In the file name and comments field, provide the file name of the document and any necessary context.

Documents Requested – completed by GOCS	File Name and any Comments – completed by the subrecipient

Annual Document Review – Follow-up questions, provide a response in the blank space below each question. GOCS may delete or add fields below as needed.

Timesheets
1. [Question – to be inserted by GOCS]

2. [Question – to be inserted by GOCS]

NSCHCs
1. [Question – to be inserted by GOCS]

2. [Question – to be inserted by GOCS]

Simple Log
1. [Question – to be inserted by GOCS]

2. [Question – to be inserted by GOCS]

Fiscal Documents
1. [Question – to be inserted by GOCS]

2.   [Question – to be inserted by GOCS]
Member File
Overall
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
[Portion of member file – to be inserted by GOCS]
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
[Portion of member file – to be inserted by GOCS]
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
[Portion of member file – to be inserted by GOCS]
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
[Portion of member file – to be inserted by GOCS]
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
[Portion of member file – to be inserted by GOCS]
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
Updates to policies, procedures and handbooks
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]
Other documents
1.   [Question – to be inserted by GOCS]
2.   [Question – to be inserted by GOCS]