

**WV DEPARTMENT OF HEALTH, DEPARTMENT OF HEALTH FACILITIES AND
DEPARTMENT OF HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION - FINANCE
Office of Internal Control and Policy Development
Division of Compliance and Monitoring**

REPORT COVERSHEET
WV Code §12-4-14 & CSR §155-09

Name of Organization:	OASIS #:
Type of Report / Communication:	
Choose an item.	
Grantee's Fiscal Year:	
State Fiscal Year:	
Grant Numbers:	
Date Report Received by Department:	
Click here to enter a date.	
Date Sworn Statement Received by Department, if applicable:	
Click here to enter a date.	

Reviewer: _____

Date: _____

Comments:

Review Item	Yes	No	Ref.
References Used: WV Code §12-4-14 & Legislative Rule §155-09 <i>The reviewer should respond to each question with a check mark in the appropriate column. A “Yes” response is considered favorable and generally means the report complies with the reporting requirements. A “No” response is considered unfavorable which could possibly require action to correct the reporting deficiency and should be referenced in the Notes section of this review checklist.</i> <i>This checklist is neither all-inclusive nor intended to cover all reporting requirements that may be applicable to a particular WV Code §12-4-14 report.</i>			
1. Does the report identify the following: (Legislative Rule 155-09-3.3) a. Identifying State grants information? b. Amount of state grant award? c. Receipts of funds? d. Expenditures of funds? e. Time period being reported?			
2. Does the report identify the scope of the report, which is to show that state grants were spent for the intended purposes? (WV Code §12-4-14(b)(3) and Legislative Rule §155-09.3.2)			
3. Do the findings include any matters that could negatively affect or have a negative result on administration of the state grant and/or related program? (Legislative Rule §155-09-7.4)			
4. Does the report contain any evidence of a reportable condition, significant deficiency, or violation, including deficiencies in internal control; illegal acts; violation of the provision of a contract or grant agreement; errors, or abuse that are required to be reported to the West Virginia State Auditor’s Office within 30 days of receipt by the grantor? (WV Code 12-4-14(d)(3) & Legislative Rule §155-09-7.4)			

Reference	Notes