Member File Review Checklist – Prior Year End Closeout

Program: _____ **Program Year:** _____ **Date:** _____

Member's Name	Service Term (FT, TQT, HT, RHT, QT, MT)	Start Date	Term Date	Performance Evaluations (Mid-Year and End of Year as app)	Documentation of Compelling Circumstances (if app)	Hours on File Corroborate with eGrants	Training/Fundraising Hours are Compliant	Member was Exited within 30-Days (31-Days in eGrants acceptable)