# Instructions for Completing Monitoring for Legal Services based on OAA and CARES Act Funding Requirements

This tool has been modified to capture information regarding the use of CARES ACT funding

**For OAA Monitoring**, please complete **pages 1-9**

**For CARES Act Fund Monitoring**, please complete the following: **Legal Services** -**CARES Act Service Provision Efforts** and **Legal Services - CARES Non-Unit Funds**

## **Legal Services - CARES Act Service Provision Efforts**

1. What provisions did you make to continue personalized services to the target population once in-person meeting restrictions were put into place ?

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1. How did you compensate for judicial office closures when providing assistance and services to older adults?

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1. How was the educational component of required outreach efforts handled during the course of the Pandemic?

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**Legal Services - CARES Non-Unit Funds**

Agency:       Date:

Agency Staff Interviewed:

Signature of Reviewer(s):

***CARES Funds Code***: **997**

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For expenses related to **CARES Code 997** select a month of reimbursement in ARMS and the same month of expenses reported on the tracking spreadsheet.

1. The provider attests that use of CARES Act funding was for pandemic recovery and future emergency preparedness of this service. Yes [ ]  No [ ]

2, Do the reimbursements correlate with actual expenses.? *(Ex .Receipts, payments documented in the provider’s general records and/or other proof of purchases, etc.)*

Yes [ ]  No [ ]

2a. Sample month selected in ARMS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2b. Reimbursement amount for sample month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documentation reviewed/Comments

3. Does the selected month’s reimbursement match the reported expenses recorded on the tracking worksheet for the same month. Yes [ ]  No [ ]

Documentation reviewed/Comments