

# **P-2335 VERIFICATION AND DOCUMENTATION OF COUNTABLE ACTIVITIES (con't)(B21-02)**

## **P-2335A V&D Sample Process**

Each month a random sample of 100 cases is generated and emailed to Reach Up Central Office (RUCO).

RUCO reviews the list and determines what documents need to be requested and reviewed.

RUCO emails each district separately when it is determined what documents are needed from each sample.

### **District V&D responsibilities**

Send only the documents requested (no checklists, lists of names, etc.).

Scan and save each document in the following format participant's last name, first name, district code (ADO, BDO, etc.) and month of sample.

Example Doe, J BDO Oct 2020

Documentation must be mailed, faxed, or scanned and emailed within 10 days of receiving the RUCO email request. Scanning and emailing is the preferred method if available.