

INTERNAL INSPECTIONS REPORT/FIELD OFFICE--Instructions

NAME: INTERNAL INSPECTIONS REPORT/FIELD OFFICE

PURPOSE: TO CONDUCT ANNUAL INTERNAL INSPECTIONS OF EACH FSD-IM FIELD OFFICE

NUMBER OF COPIES AND DISPOSTION: Complete an original to be sent to Central Office and make a copy for your records.

Manual Reference:

General Information Manual: 0165.010.00

INSTRUCTIONS FOR COMPLETION:

Answer questions to the best of your knowledge. Once form is completed the individual who completed the form will need to sign and date the form on the line "Field Office Official Conducting Internal Inspection". Once the report is completed and signed scan and email to Stacia.Humphrey@dss.mo.gov . Please retain a copy for your records. This form must be completed annually in the month of June. It must be received in Central Office by June 30th each year.