



Office of Probation Services Audit Checklist

Date Requested	Requesting Party		
Caption vs.		CS Number	
Reason for Request (select one) <input type="checkbox"/> Probation Requested Date Ordered _____ Date Audit Required _____ <input type="checkbox"/> Court Ordered Date Ordered _____ Date Audit Required _____			
Amount Disputed \$ _____		Amount Unknown? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PCSE staff reviewed the following items with the requesting party on _____ and has not been able to answer/resolve the questions raised (N/A for Court-Ordered Audit). <input type="checkbox"/> Prior Audit Date of Case Review Audit _____ <input type="checkbox"/> Verified Current Order Amount and Arrears Payback Amount <input type="checkbox"/> Reviewed Chronological History of all Orders (modifications, enforcements, COLA, etc.) <input type="checkbox"/> Reviewed NJKiDS or ACSES Screens/Pages (ELOG, SLOG, NOTE, RHIS, DSBV, OWIZ, OBAA, DHRR, DIHR, ISND, and ICOR) <input type="checkbox"/> Reviewed and Verified Direct Payment Credits (if applicable) <input type="checkbox"/> Verified Parenting Time Credits <input type="checkbox"/> Reviewed and Verified Modification and Establishment Adjustments <input type="checkbox"/> Reviewed Arrears Payment Obligation History <input type="checkbox"/> Reviewed Payment Histories <input type="checkbox"/> Reviewed Receipt Reversals/Reposts and Refunds <input type="checkbox"/> Verified Income Withholding Payments <input type="checkbox"/> Verified other payments such as Tax Offset, FIDM, CSLN, Judgment, and Regular Payment <input type="checkbox"/> Reviewed documentation submitted by requesting party, i.e. pay stubs <input type="checkbox"/> Sent letter to requesting party when unable to resolve discrepancy (N/A for Court-Ordered Audit) <input type="checkbox"/> Confirmed documents listed above, if applicable, are included in the case file Comments: _____ _____ _____ _____ _____			
Prepared By		Date	
Supervisor Approval		Date	
Date Forwarded to Finance: _____			