

# PFM Case Closing Form

*E&T Supervisor uses this form to conduct a quality control review of all closed PFM cases. File completed form in the PFM case record.*

<b>Client's Name:</b>	<b>Review Date:</b>
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**PFM case record should include the following items.  
Provide comments as appropriate.**

- 1. Signed and witnessed Privacy Act Statement  
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- 2. Completed Financial Planning Worksheet  
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- 3. Summary of client's financial issues and plan of remediation on the first case activity note.  
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- 4. Follow-up activity notes, signed and dated.  
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- 5. Case closing summary completed by assigned FFSP staff member.  
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- 6. Case closed when assistance is no longer needed or after 45 days (but not more than 60 days) of no client contact.  
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- 7. Client Information Sheet present.  
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- 8. Ensure electronic record is deleted.  
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