

## CSFP Certification Observation Checklist

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Agency: \_\_\_\_\_ Clinic: \_\_\_\_\_

	1	2	3	Comments	Policy
<b>Person Certifying</b>					
<b><u>Appropriate interviewing techniques</u></b>					
✓ Introduced self					
✓ Explained purpose of interview					
✓ Asked open-ended questions					
✓ Actively listened					
✓ Involved the client					
✓ Addressed potential problems/ barriers					
✓ Eligibility criteria explained					
<b><u>Certification</u></b>					
✓ Income guidelines are correct					
✓ Referrals to other community services recorded in AIM					
✓ Individuals determined not to be eligible provided with a Notice of Ineligibility form					
<b><u>Client Education</u></b>					
✓ Information is available for non- English speaking participants					
✓ Clients are receiving the AzNN newsletter, provided by ADHS					
✓ Nutrition education is relevant to participant's ethnic and cultural background					
✓ Applicants informed about illegality of dual participation with WIC					

✓ = Complete, done correctly    --- = Not done    N/A = Not applicable    X = Incorrectly done