

Internal Control Certification Form – Quick Guide

Step 1

- The DHSS Division of Administration contacts subrecipients via e-mail if the internal certification form is required. Completed forms are due within 45-days of notification.
- Open form located at <http://health.mo.gov/information/contractorresources/>.
- Review the instructions at the top of the form.
- Check the appropriate responses in each section.
- Subrecipients should begin development of/updates to policies and procedures for any areas marked “no”. A six-month corrective action period is allowed to address these areas. The six-month period begins with the date of notification to complete the form.
- Type the name of the person completing the certification form. Certification must be made by the Administrator/Director, Executive Director, Board President, or Authorized Designee.

Step 2

- Save the form as a PDF document.
- Email the completed form to monitoring@health.mo.gov.
- If forms are not submitted within the 45-day response period, the organization will be designated high risk for monitoring purposes.
- Submit the certification even if some areas are marked “no”.
- Do not submit policies and procedures.

Step 3

- The DHSS Division of Administration reviews the completed certification.
- If responses indicate all required internal controls are in place, the BMA process is complete.
- Notification is sent to the submitter via email.
- If one or more areas are marked “no”, the submitter is contacted via email that the remainder of the six-month certification period may be used for corrective action (i.e. develop necessary policies and procedures).

Step 4

- At the end of the six months, complete and submit a new certification form. Do not send copies of policies and procedures.
- If all internal controls have been updated, the process is complete.
- If one or more areas are still not in place, the subrecipient will be designated high risk for monitoring purposes, until the issues are resolved. A new certification form may later be submitted when all areas have been addressed. Do not submit separate certifications for each area, as the high risk designation will remain until all internal control requirements are certified.
- If there is no response received by the end of the six-month certification period, the subrecipient will be deemed high risk.

Reminder – turn off your email junk filter or add monitoring@health.mo.gov to your address book.