

.01 QC-100 - QC Responsibilities - Initiating the QC-100

When an error is cited by QC, upon completion of the review, QC routes the original QC-100 to the local office. A memo titled [QC Error Alert](#) may be attached.

When the error is subject to a Quality Control Review Committee (QCRC), copies of the QC-100 are FAXed at least seven days before the committee review date to all of the following:

- Local Office Manager or Supervisor
- Region Program Manager
- Region Field Representative
- Policy Support Team Manager

QC sends hard copies of the QC-100 via interoffice mail to everyone on the distribution list, including the Field Operations Manager. Supporting evidence is not sent to the remaining individuals on the distribution list.

When an error is subject to the [QCRC](#), the QC Supervisor establishes the review date, time and location, and ensures that all parties involved are aware.

For procedures on gathering information and revisiting the budgetary unit, or any verification source after the QC-100 is issued, see [QCRC Additional Information](#).