



Burlington County
Work First NJ Monitoring
Projected Fiscal Year _____ Outcomes
(July 1st – June 30th)

Agency:

MONTH	TANF			GA/SNAP		
	Referrals Received	Referrals who Showed	Job Placement	Referrals Received	Referrals who Showed	Job Placement
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

WORKFIRST NJ MONITORING REPORT

OBJECTIVE 1: DETERMINE INSTITUTE IS PROPERLY DOCUMENTING PARTICIPANT'S PROGRESS AND ATTENDANCE

1. Review internal system
 - a) Who refers participants?
 - b) Who tracks time and attendance?
 - c) Who has access to participant files? Are the files kept in a secure, safe place?

OBJECTIVE 2: DETERMINE INSTITUTE IS IN COMPLIANCE WITH THE CONTRACT

2. Review participant files
 - a) Do files contain referrals and enrollment documentation?
 - b) Are files organized?
 - c) Do files contain progress notes?
 - d) Are E-time sheets submitted in a timely manner?
 - e) Physical condition of the school?

RECOMMENDATIONS

Agency Level of Service (LOS) Review

1. Obtain list from the WorkFirst NJ office of referred clients for appropriate Program(s).
2. Obtain list from vendor of enrolled clients.
3. Obtain placement information from vendor and reconcile in case management systems (AOSOS).

Agency: _____

Date of Review: _____

Program	Contracted LOS	Number Enrolled	Number Placed in Employment	Retained			
				30	60	90	120
WFNJ & GA/SNAP							



Burlington County WFNJ Program Agreement
Monitoring
File Content Review
Program Year _____

Agency: _____

File Name	Program	Referral and Enrollment	Attendance	Progress Notes	Placement Information	Follow-up Information



Agency: _____ Program Year: _____

Case File Review

1. Are files kept in a safe, secure place? Yes No Where?
2. Are files locked? Yes No
3. Who has access?

Attendance File Review

1. Are attendance sheets kept in a safe, secure place? Yes No
Where?
2. Who has responsibility for maintaining attendance sheets?
3. Who has responsibility for forwarding attendance sheets to the Burlington County Board of Social Services Work
First NJ Office?
4. Describe the process for tracking and reporting attendance.

Monitor: _____ Date: _____



Burlington County WFNJ Facility Tour Rating Instrument

The facility is clean and well lit.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

The environment is cheerful and inviting.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

The facility is handicap accessible.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

There is adequate space for the number of clients being served

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

There are enough computers for the number of clients being served

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

There are adequate resources (books, newspapers, etc.) for the number of clients being served.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Staff is present

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

All Staff (present) are appropriately dressed

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Staff exhibit professional behavior

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4



Burlington County WFNJ Class Observation Rating Instrument

Lesson was defined and appropriate.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Lesson content was relevant to client goals – reviewed program elements that are used

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Instructor was engaging

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Instructor gave ample opportunity for clients to ask questions

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Instructor adapted lesson to individual needs of clients

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Instructor had a good rapport with clients

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Instructor allowed for one-on-one time at some point during the class.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Clients appeared to be engaged and interested.

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4

Clients appeared to understand the lesson content

Definitely Yes	Somewhat	Not Really	Definitely No
1	2	3	4



Overall Comments:

Good Practices:

Corrective Action:

Recommendations

Program Monitor Signature

Date Prepared