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# PY 2012-13 TANF Special Projects Program Process Management Review Tool

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| --- | --- | --- | --- | --- |
| **RWB**: |  |  | **DATE REVIEWED:** |  |
| **REVIEW COMPLETED BY:** |  |  |  |  |
| **STAFF INTERVIEWED:** |  |  | **TITLE:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |
| **SPECIAL PROJECTS:****Non-Custodial** [ ] **Summer Youth** [ ] **Locally Developed** [ ]  |
| **SPECIAL PROJECTS** |  | **YES** |  | **NO** |  | **N/A** | **COMMENTS** |
| 1. Does the Region have local procedures in place for identifying, determining eligibility, and referring individuals to special projects? **If yes, attach procedures. If no, please explain the process for services delivery?**
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| 1. Do the procedures clearly outline the steps for implementing the project?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| 1. Is a process in place for developing employment positions and referring clients for employment?  **If yes, please describe or attach procedures.**
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| **WORKSITE AGREEMENTS/SUPPORT SERVICES** |  | **YES** |  | **NO** |  | **N/A** | **COMMENTS** |
| 1. Are local agreements developed with employers when placing individuals in work experience activities?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| 1. Do the agreements with employers include information related to the position including work hours, pay, description of work, child labor laws, etc?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| 1. If supportive services are provided, describe the procedure for providing these services.
 |  |  |  |  |  |  |  |
| **INTERNAL MONITORING** |  | **YES** |  | **NO** |  | **N/A** | **COMMENTS** |
| 1. Does the RWB have written policies and procedures in place? (Obtain copies) **If no, how does the RWB ensure that internal and external monitoring complies with federal and State provisions and other applicable laws?**
 |  | [ ]  |  | [ ]  |  | [ ]   |   |
| 1. Do policies, procedures or schedules specify when staff will conduct monitoring? (i.e., quarterly, semi annually, etc.)? **If yes, indicate time frame(s).**
 |  | [ ]  |  | [ ]  |  | [ ]   |  |
| 1. Have any tools been developed to conduct monitoring? (Obtain copies)  **If no, what process is used to monitor?**
 |  | [ ]  |  | [ ]  |  | [ ]   |  |
| 1. Are reports written as a result of the monitoring reviews? (Obtain copies)
 |  | [ ]  |  | [ ]  |  | [ ]   |  |
| 1. Are Preventative Correction Plans (PCAPs) required and has any follow-up been conducted?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |

*Revised: August 17, 2012*