****

# PY 2014-2015 TANF Special Projects Program Process Management Review Tool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 including criteria for meeting the TANF purpose?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| 1. Do the procedures outline the purpose?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |
| **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, wage, 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. Is the Special Project being monitored? (Obtain copies)
 |  | [ ]  |  | [ ]  |  | [ ]   |  |
| 1. Are Corrective Action Plans (CAPs) required and has any follow-up been conducted?
 |  | [ ]  |  | [ ]  |  | [ ]  |  |

*Revised: August 13, 2013*