

Review Month: _____
 Date of Review: _____
 Contractor: _____
 Case Name: _____
 Jobs ID: _____

AZTECS Case #: _____
 Application Month: _____
 Cost Center: _____
 Program: _____
 Completed Date: _____

A. ASSESSMENT	Y	N	N/A	COMMENTS
1) Was the Jobs Program Rights and Responsibilities (JA-002) signed and placed in the case file?				
2) If Child Care was requested, was the Child Care Rights and Responsibilities (CC-001-A) signed and placed in the case file?				
3) Was the Initial Assessment Tool completed?				
4) Was the client profile screen updated with the most current educational information?				
5) If participant does not have a high school diploma and/or GED, is there evidence the CM discussed the employment-related advantages, determined client's interest, and offered assistance in obtaining a diploma or GED to interested individuals? Were educational and training services offered; if yes has the type of educational and training services offered been updated in Jobs Automated System (JAS), documented on the Employment & Career Development Plan (ECDP) and referrals completed? (WMIJ)				
B. CASE MANAGEMENT	Y	N	N/A	COMMENTS
1) Are current engagement strategies being performed by the case manager?				
2) If barrier(s) were identified, which restrict participation in work activities, were the barriers reduced or mitigated to allow them to become engaged in permanent unsubsidized employment and other required activities? (PERFORMANCE)				
3) If participant requires coordinated case planning with Child Protective Services, Refugee Resettlement, or Vocational Rehabilitation, is it documented in the case file?				
4) If yes: Has the SPECIAL PROGRAM FLAG field on the Jobs Automated System (JAS) Client Profile screen (NIS040) been updated with the appropriate code?				
5) If participant requires case planning coordination with community partners is co-case management documented?				
6) Was an appropriate referral completed using the Referral to Child Care screen (NIS090) in the Jobs Automated System (JAS) to notify the Child Care Administration of the participants need for child care, if applicable?				
7.) Does the documentation support the current status in JAS?				
C. EMPLOYMENT AND CAREER DEVELOPMENT PLAN (ECDP) Development	Y	N	N/A	COMMENTS
1) Was the participant assigned work activities based on their most current information received?				
2) If the activity is work experience or CSP (Non court ordered), were the hours deemed appropriately?				
3) If the participant exceeded deemed hours, was the calculation sheet completed and FLSA payment processed by the seventh day of the following month?				
4) If the activity is Job Search, was the participant scheduled to do Job Search for 4 consecutive weeks or less in 12 week period?				
5) Did the participant do Job Search for 12 weeks or less in a 12 month period?				
6) If the activity is Vocational Education, was the participant in Vocational Education for 52 weeks or less in a lifetime?				
7) If state activities are assigned, are they being used properly?				
8) Was the Employment and Career Development Plan (ECDP) signed by both the Participant and CM? (PERFORMANCE)				
D. POST_EMPLOYMENT AND TRANSITIONAL SERVICES	Y	N	N/A	COMMENTS
1) Was the ECDP updated within two (2) weeks of placement in unsubsidized permanent employment to include information about the client's ongoing need for child care services to support employment and other training and skill development activities to ensure career advancement.				
2) Is the contractor monitoring the client's employment as stated in their contract?				

3) Is the participant being contacted at a minimum, 30 and up to 180, days after the placement in permanent unsubsidized employment to determine the client's status and evaluate if additional support services, case management or assistance with transitional child care issues or other transitional services or support is needed.				
4) Was written notification of eligibility for transitional services provided and was the case documented? (Funding dependant) (PERFORMANCE)				
5) Was written notification of eligibility for education and training opportunities to support job retention provided and was the case documented? (Funding dependant) (PERFORMANCE)				
6) If applicable, was a "T" referral sent to Child Care as soon as it was discovered that the TANF case closed due to employment?				
E. CLIENT COMPLIANCE AND SANCTIONING	Y	N	N/A	COMMENTS
1) Was policy and procedure followed for an incidence of non-compliance or a demonstration of compliance?				
2) Was policy and procedure followed for the imposed sanction?				
3) Was a notice requesting good cause for non-participation issued within three workdays of missed appt? (PERFORMANCE)				
4) Was a notice requesting good cause for non-participation issued within three workdays of the date of discovery of non-compliance with an assigned work activity? (PERFORMANCE)				
F. DEFERRAL/EXCLUSION	Y	N	N/A	COMMENTS
1) If the participant is excluded from participation, (50/57) is there supporting documentation for the exclusion?				
2) If participant as been Deferred due to a disability, does the disability statement meet the requirements to place the participant in a deferred status?				
3) If the participant has been Deferred due to a disability are they being contacted at least monthly to re-assess and review the status of a person's deferment from required activities due to medical purposes.				
4) If the participant is in a deferred status, for a child < 1 (50/56), is there a qualifying child residing in the household?				
5) Was the participant notified in writing of the period of time they are deferred/excluded from participation and the reason for the deferral/exclusion?				
6) Is the deferral end date current?				
G. JASAZTECS/PAYMENTS/REIBURSMENTS/PARTICIPATION	Y	N	N/A	COMMENTS
1) Is the current Employment Career Development Plan (ECDP) entered/updated in JAS?				
2) Have the participation hours in JAS been verified with supporting documentation? (PERFORMANCE)				
3) Were the appropriate Status/Reason Codes assigned with correct dates?				
4) Were the Employment Screens updated with complete and correct information?				
5) Does the documented verification support all reimbursement(s) issued to the Contractor?				

COMMENTS:

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