

**FLORIDA FARMWORKER JOBS AND EDUCATION PROGRAM
PARTICIPANT PROGRAM AND SERVICES FILE – MONITORING CHECKLIST**

Participant: _____ SS# last 4 digits: _____
 Project: _____ Intensive/Training _____ Related Assistance Services Only _____
 Date of Review: _____ Reviewer: _____ Initials: _____

	DOCUMENTS	FILE/CRD Y or N	SIGNED Y or N	ERRORS Y or N	INITIALS
A.	FJEP WORKSHEET A : Eligibility Review and Data Validation				
1.	Application for NFJP Services (Sections E.1-E.7)				
2.	Enrollment Application				
3.	Release of Information				
B.	FJEP WORKSHEET B: Eligibility Review AND Data Validation				
1.	Entitlement form				
	Participant Complaint Procedures (includes non-discrimination policy)				
2.	Public Assistance Verification				
3.	Employment Verification (labor force status) or Sun Tax report				
C.	SERVICES				
1.	Pre-program Assessment Record (TABE or CASAS)				
2.	Individual Employment Plan (IEP)				
3.	Case Notes (must be monthly and dated)				
4.	Classroom Training Agreement				
5.	Classroom Training Form				
6.	Post-program Assessment Records				
D.	FJEP WORKSHEET C: Data Validation Worksheet				
1.	Customer Status and Exit Report				
2.	Placement Outcomes (if applicable)				
3.	Customer Follow-up (if applicable)				
E.	WORK RELATED ACTIVITIES				
1.	On the Job (OJT) Information				
2.	Work Experience Agreement-Assurance and Cert. Work Experience Agreement (CRD)				
3.	Payroll Compliance Review				
	a. Weekly Attendance Sheet				
	b. Voucher				
4.	Emergency Assistance				
COMMENTS:					