



State of Louisiana

Division of Administration

TANF Executive Office of Oversight and Evaluation

TANF Initiatives Monitoring Plan

#TI01-03

Date: _____ TANF Initiative: _____

TANF Partner Agency: _____

Name and Title of Individual Submitting Monitoring Plan: _____

Signature of Individual Submitting Plan: _____

As a recipient of Temporary Assistance to Needy Families (TANF) funds and in accordance with the Memorandum of Understanding signed by your agency, you are expected to perform on-going monitoring of your progress—including services performed through the use of contractors—towards meeting the stated goals and objectives of the services you are providing with TANF funds.

In the space provided, or as a separate attachment, please indicate how you plan to complete the following monitoring activities:

1. Please indicate the staff person or contractor and contact information of who is responsible for monitoring and reporting on the contract compliance of your contractors.
2. How have you communicated the applicable TANF requirements regarding eligibility verification (if applicable), allowable costs, administrative cost limitations, audit requirements, etc.? If you have provided specialized orientation, technical assistance or training, please describe.
3. Describe the reporting process and frequency of submission of the performance progress reports by your subcontractors or service providers.
4. Describe the measures or procedures you or contracted monitor will use to determine program and contract compliance on site visits and on internal reviews? How will this information be used to determine progress in meeting stated goals and objectives?
5. Describe your monitoring schedule—how often will programs be visited, when will they be visited and how will you monitor programs at times when you do not visit?
6. Describe how you will communicate or report the findings of your site visits and monitoring activities to contractors.
7. Describe the corrective action you will take to address poor performance or a change in circumstance that affects program performance. How will you follow-up to ensure that corrective action has been implemented? How will you address contractors who fail to meet corrective compliance measures or continue to perform poorly?