

DHS - Division of Family Development

FAMILY WORKER SUMMER PROGRAM - 2012

As a condition of receiving funds to support the DFD family worker outreach program, I, _____, as a legal representative of _____, agree to ensure that the Family Workers in my employ conduct the following summer activities (this is not an exhaustive list):

1. Document home visits and/or attempted home visits;
PT family workers - attempt 1 visit for per family for 15 families
FT family workers - attempt 1 visit per family for 20 families
2. Attempt to complete a FDC plan with 15 families (PT) or 20 families (FT);
3. Attend individual and group meetings with the Family Worker Coordinator;
4. Submit all required reports in the time frame required;
5. Attend trainings offered;
6. Engage in recruitment/enrollment activities for the center;
7. Plan parent engagement activities for the upcoming school year; and
8. Revise and/or update Resource Directory.

I also agree and understand that the family worker position is a full time or part time position for 12 months and as such I will ensure the family workers in my employ will work in the role of a family worker during the summer months even when the 1:45 ratio is not present.

ADVANCE PAYMENT - AGREEMENT TO SUBMIT PAYROLL DOCUMENTATION

I, _____, as a legal representative of _____, that in order to receive payment of \$ _____, for _____ 2012, agree:

9. To disburse these funds immediately to the employees who provided services in _____ 2012 under the Family Worker Summer Program.

10. To maintain compliance with all federal and state employment tax regulations, remit payroll taxes, and submit reports as required to the appropriate authorities.
11. To submit the Family Worker Reimbursement Application (FWRA) and supporting documentation to _____ to substantiate the employee reimbursement including but not limited to payroll records by _____, 2012.

Failure to perform the required family worker duties, adhere to these terms outlined in this agreement, or to submit the required Family Worker Reimbursement Application (FWRA) and payroll documentation within the time frame stated will result in the immediate recovery of the payment by the State of New Jersey, DFD through the automated direct deposits for child care subsidy services your agency receives under E-Child Care. Any outstanding debt not repaid or recovered through the automated payments by September 30, 2012 will be referred to the State of New Jersey, Department of Treasury for appropriate collections efforts.

Authorized Agency:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____

Signature of Authorized Official

Date