



New Jersey Department of Education
Office of Language Arts Literacy Education
Monitoring Checklist

Even Start Family Literacy Programs

Please utilize the following checklist as you prepare for the onsite visit.

Requirements based on specific mandated services/activities		✓
Goal Setting, Management, and Sustainability		
1	Evidence that the project is on schedule as described in the approved application.	
Recruitment, Retention, and Participant Involvement		
1	Documentation that support services are being provided to overcome barriers to participation.	
2	Types of support services provided to parents that enable them to participate fully in the program.	
Early Childhood Education		
1	Documentation of how instructional programs for children are selected.	
2	Evidence of flexible instructional methods to foster learning.	
Adult Education		
1	Documentation of participant's goals and progress towards completing goals.	
2	Evidence of flexible instructional methods to foster learning.	
3	Evidence of program's system for assisting participants with a smooth transition from the program into the world of work and/or continued training/education in order to break the cycle of poverty/illiteracy.	
4	Documentation of how instructional programs for adults are selected.	
Home-Based Education		
1	Evidence of coordinated visits with other service providers (if applicable).	
2	Evidence of coordination with instructional staff.	
3	Evidence of integration of other components.	
Partnerships and Collaborations		
1	Evidence of collaboration with at least one local educational agency or one community-based organization.	
2	Evidence of services provided by collaborators.	
3	Evidence of active canvassing for new collaborators.	
4	Evidence of coordination with other relevant federal programs (i.e., Head Start, Reading First, and 21 st Century Community Learning Centers).	
5	Evidence of active dialogue between the staff responsible for the core components of the program.	
Staffing and Professional Development		
1	Process for selecting topics for staff development.	

NOTE: Use the State Program and Performance Indicators as a basis in which to provide the required documentation.