



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	5	Community Affairs	
Chapter	62	Women'S Micro-Business Program	1/6/2011
Subchapter:	4	Program Operational Requirements	
Section	4	<b>Reporting, documentation and audit requirements (N.J.A.C. 5:62-4.4)</b>	

### §5:62-4.4 Reporting, documentation and audit requirements

(a) Grantees agencies shall be required to submit quarterly reports outlining their progress with training and the revolving loan program. The quarterly report shall include, but not be limited to, the following information:

1. An individual determination of need of each qualified recipient to whom the grantee agency provided program funds;
2. The number of clients trained;
3. The demographics of clients trained;
4. An overview of the training;
5. Training outcomes;
6. The number of clients mentored and the type and amount of mentoring;
7. The number of applications received, loans approved, loans closed, and the amounts of funds disbursed and payments received;
8. The type of businesses started; and
9. A monthly aging schedule.

(b) Grantees agencies shall use either the standard loan documents provided by the Division/New Jersey Redevelopment Authority or such other documents that are reviewed by the Division/New Jersey Redevelopment Authority and determined to be in compliance with the requirements of the Act and this chapter.

(c) Each grantee agency shall provide to the Division an annual audit of the funds it received from the New Jersey Women's Micro-Business Credit Program. Funding provided by the Department shall not be used to cover the cost of the program audit.