



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	11-7-2011
Subchapter:	1	Forms	
Issuance:	12.1A	<b>CP&amp;P Form 12-1A, Caseworker's Weekly Work</b>	

Click here to view or print the CP&P Form [12-1A](#), Caseworker's Weekly Work Plan.

### WHEN TO USE IT

Caseworkers use this form to advise their Supervisors of their work plans each week. This form is used weekly by the Worker in an attempt to help prioritize work tasks. Complete the form the beginning of every workweek and post it in the Supervisor's office. It allows the Supervisor to help structure and monitor the Worker's day-to-day activities.

### HOW TO USE IT

- Print out the form.
- Complete the form manually.

### TIPS FOR COMPLETING THE FORM

- Input the work week, followed by the year. Use the date corresponding to the Monday of that week.
- Complete each column, including the "person to be seen or other activities." Other activities include things such as: completing contact sheets, making phone calls, or requesting written collaterals.
- Include the "title" of the person being seen under the "rel. (relationship) to case" column, e.g., Mo. (mother), Fa. (father), MGM (maternal grandmother).
- Check the appropriate box to indicate if the work being completed will be done in the office ("O") or the field ("F").
- The Worker and Supervisor sign and date the form to indicate there is an agreement with the schedule.

### DISTRIBUTION

Original - Supervisor  
Copy - Worker