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DATE: June 12, 2009  
TO: Local Workforce Investment Boards  
Local Workforce Investment Board Staff  
FROM: Cam Preus, Commissioner  
SUBJECT: Program Year 2008 Monitoring Reviews

The Program Year 2008 Monitoring Guide is enclosed. The requested material is similar to items requested in the past, and there have been some small edits made. These monitoring reviews will focus on formula funds and projects, and will be done to satisfy federal requirements for annual, on-site monitoring.

Monitoring visits must be scheduled to occur before September 2009. The visits will again be conducted over the course of four days, and will include visits to subrecipient offices, service offices, fiscal agent offices, and/or contractor sites as appropriate.

Monitors will review electronic participant records for adults and dislocated workers. Hard copy participant files for youth will be tested, and the list of sampled youth files will be provided as the monitoring team arrives on site for the visit.

We anticipate that response information will be similar to information received in the past, and are again asking that each question be addressed, and that attachments are provided for this year's review guide so that monitoring work papers are complete, and record retention and archival requirements are satisfied.

In review guide response materials, please include a copy of check registers for all bank accounts, including payroll disbursements, for Program Year 2008 (July 1, 2008 – June 30, 2009). Please also include an electronic copy of the general ledger and chart of accounts. Some requested materials may be too cumbersome to be provided before the on-site visit, or that some items may not be available electronically, so please let us know if an alternate approach is more convenient.

Once you and appropriate staff have identified which dates will work best for the monitoring visit, please contact Theresa Fitzgerald at 503-947-2402. With confirmation of on-site visit dates, we'll establish a date (approximately two weeks before the on-site visit) when monitoring review guide responses, attachments and related materials are due to CCWD offices.

State staff will conduct a separate review of American Recovery and Reinvestment Act (ARRA) funding and services in October 2009. A separate review guide will be generated for those visits.

If you or your staff have questions, please contact me at 503-947-2433, or Theresa Fitzgerald at 503-947-2402.

