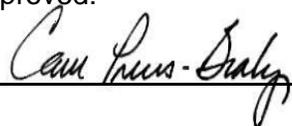


Department of Community College and Workforce Development	Number: 589-40.1
	Effective: 08/22/06
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SUBJECT: Workforce Investment Act Title I Monitoring System	Approved: 

Purpose: To establish the state's monitoring system that will be used to comply with requirements in the Workforce Investment Act.

References: Workforce Investment Act PL 105-220, Sections 183, 184 and 185
20 CFR Part 667.400
20 CFR Part 667.410
29 CFR Part 95
29 CFR Part 97

Policy: The Department of Community Colleges and Workforce Development (CCWD) is charged with providing oversight and monitoring of Workforce Investment Act (WIA) Title I activities in the state, and development of the monitoring system. The monitoring system must provide for annual on-site monitoring reviews of Local Workforce Investment Areas' (LWIAs) compliance with Department of Labor uniform administrative requirements, and ensure that policies and outcomes meet the objectives of the Act. The system must also determine if subrecipients and contractors have demonstrated substantial compliance with WIA and to ensure acceptable progress in addressing any identified deficiencies, and to ensure compliance with nondiscrimination and equal opportunity requirements.

CCWD will utilize a monitoring review guide as the basis of the on-site monitoring review. The guide will be made available to the Local Workforce Investment Board (LWIB) in April/May, and on-site monitoring visits will be scheduled with local program staff.

Definitions: Finding: The identification of an item or issue that is of a significant concern or indicates the violation of a guiding principle or requirement. Prior to identifying a finding, the standard operating procedure is for State staff to confer with subrecipient staff on whether the item or issue was an abnormality/exception.

Other Reportable Issues: Reserved for the identification of issues currently being resolved or have specific future timelines for resolution that were identified through audits or other reviews that impact WIA services and/or systems.

Observation: The identification of a current item or issue discovered in the course of a review that involves system/procedural problems that need immediate attention, but are not serious and/or material enough to warrant being categorized as a finding. The recommendation would identify whether the subrecipient needs to respond in writing concerning action taken to address the recommendation.

SUBJECT: Workforce Investment Act Title IB Monitoring System	Number: 589-40.1
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Procedure:

<u>Responsibility</u>	<u>Actions</u>
CCWD	1. Updates monitoring review guide and makes available.
LWIB	2. Reviews guide and provides responses and requested materials to CCWD.
CCWD	3. Schedules on-site visit. 4. Performs desk audit of monitoring review guide materials. 5. Conducts entrance conference to discuss review procedures. 6. Performs review and prepares draft report. 7. Conducts exit conference that includes a written copy of a draft report.
LWIB	8. Responds in writing to the draft report within 30 days of the exit interview.
CCWD	9. Finalizes and forwards report to LWIB within two (2) weeks of receipt of LWIB response.
LWIB	10. If appropriate, develops response within 30 calendar days of receiving the final report to respond to findings.
CCWD	11. Reviews response and determines disposition within three (3) weeks of receipt of LWIB response. 12. Conducts a follow-up visit, if needed, to review any area of concern identified in the initial review. Additional follow-up visits may be scheduled on an as-needed basis. 13. Issues a closure letter, once responses and/or follow-up visits demonstrate circumstances that contributed to the finding have been corrected.