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[www.oregon.gov/CCWD](http://www.oregon.gov/CCWD)

DATE: October 7, 2011

TO: Local Workforce Investment Boards  
Local Workforce Investment Board Staff

FROM: Cam Preus, Commissioner

SUBJECT: Monitoring Reviews for Program Years 2010 & 2011

The Program Year 2010/11 Monitoring Guide is now available on our website at: [www.state.or.us/ccwd](http://www.state.or.us/ccwd).

This year's monitoring review is being expanded to include DOL mandated data validation, formula funds, projects, integration, quality and State Energy Sector Partnership (SESP) grant. The purpose of the review will be to satisfy federal requirements for on-site monitoring, integration information gathering, and quality discussion.

This year's monitoring visit will be scheduled between October 2011 and February 2012. We will continue to try and complete the monitoring over a course of four days. Subrecipient offices, service offices, fiscal agent offices and/or contractor sites visit will be part of this year's monitoring.

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 (with the exception of a few guide additions) will be similar to information received in the past. In addition, a staff turn over table will need to be completed to assist in our review of declining resources impact.

We are again asking that each question be addressed, covering Program Year 2010 (July 1, 2010 – June 30, 2011) and 2011 (July 1, 2011 – current date). Please also include an electronic copy in Excel format of the WIA general ledger(s) expenditures by program and current chart of accounts for each program year. Some requested materials may be too cumbersome to be provided before the on-site visit, or some items may not be available electronically, so please let us know if an alternate approach is more convenient.

Michael McCoy will be contacting appropriate staff to identify a couple of dates for the monitoring visit. Once agreement is reached on which date will work better, we'll establish a date when the monitoring guide responses, attachments and related materials are due to the CCWD office.

If you or your staff have questions, please contact me at 503-947-2433, or Michael McCoy at 503-947-2415.

