

LWIA 22 Monitoring Review Policy

Revised May 23, 2014

Monitoring will be conducted locally at the very least annually and will include the following:

1. Local Monitoring for Non-Discrimination and Compliance. EEO policy documents, contracts, agreements, local plan, memos, and participant files will also be included in the review. An EO monitoring instrument will be used for the review.
2. Individual Registrant Eligibility Review. Registrants and exiters from all funding sources will be selected randomly and periodically on IWDS and individual case files will be reviewed. The career specialist will be notified of any findings and corrections will be made.
3. Fiscal Monitoring of Contracts and Agreements. A fiscal monitoring instrument will be used to review contractor's fiscal records. Invoices, receipts, vouchers, canceled checks, time sheets, etc. will also be part of the review process.
4. Training Participants and Training Sites. The Monitoring Instruments for Classroom Training Participants and Vocational Training Sites will serve to monitor attendance, student progress, school policies, etc. for compliance with funding requirements.
5. Worksites. A sampling of worksites will be monitored at least once per fiscal year. Both supervisors and participants will be monitored.
6. Follow-up Monitoring. Follow-up monitoring is required if any initial monitoring required corrective action to ensure corrective action was taken.

Upon completion of each fiscal review of youth providers and training sites, a Monitoring Review Report Form will report any findings, corrective actions required, a deadline for the correction action, and a written assurance that corrective action has taken place. A copy of this report form will be given to all parties involved in the monitoring review and a copy will be kept in the contract file. Local EO monitoring will follow the process developed by the DCEO EO Officer.