

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 02-20

DATE: 11/07/2002

DISPOSAL DATE: Ongoing

RE: MONITORING PLAN

To: Child Care Agency Directors
Child Support Agency Directors
County Department of Human Services Directors
County Department of Social Services Directors
Literacy Grant Agency Administrators
Refugee Services Agency Directors
Tribal Chairpersons
W-2 Agency Directors
WtW Government Discretionary Funds Grantees
Workforce Development Boards
Other DWS Contract and Grant Agencies

From: Ronald F. Hunt /s/
Deputy Division Administrator

Mary C. Rowin /s/
Deputy Division Administrator

The Division of Workforce Solutions (DWS) supervises several programs through grants and contracts with public and private agencies. The Division has the responsibility to ensure that these funds are used according to the laws, policies, and regulations that govern these funds. To secure this assurance, DWS has developed a Monitoring Plan that outlines the processes and procedures they will use with grant and contract agencies. The Monitoring Plan may be found on the Reading Room of the Partner Page of DWS (<http://www.dwd.state.wi.us/dws/staff/RR.htm>).

The Plan is composed of three component parts: Program monitoring, Civil Rights monitoring and Financial monitoring. Each monitoring component includes a combination of desk and on-site review. Instruments to be used in each review are developed in advance. Agencies will be notified before on-site reviews are conducted. An entrance conference with agency designated staff will begin each on-site review. After the on-site review is completed, reviewers will hold an exit conference with agency designated staff to present preliminary findings and offer technical assistance to perceived issues. A monitoring report will then be shared with the agency to summarize the observations and conclusions of the review. An action plan may be required of agencies to address certain deficiencies.

The intent is for each component part of the Monitoring Plan to be updated on an annual basis. These updates will be released as an Administrator's Memo. Affected agencies will be notified of changes to the plan.

Monitoring of agencies is already underway. Area Administrators may be contacted regarding the region's monitoring schedule.

Questions relative to the Monitoring Plan may be directed to your Contract Manager or Grant Administrator.

REGIONAL OFFICE CONTACT: Area Administrators