

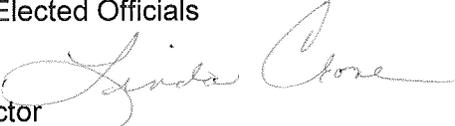
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Scott Walker, Governor
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DATE: April 14, 2014

TO: Workforce Development Board Directors
Workforce Development Board Chairs
Chief Local Elected Officials

FROM: Linda Crane 
Bureau Director

SUBJECT: **Program Year 2013 Workforce Investment Act/Workforce Development Board Onsite Monitoring Plan and Monitoring Guides**

This is to announce the annual onsite monitoring of Program Year 2013 (PY13) Workforce Investment Act (WIA) Title 1 programs managed by the Workforce Development Boards (WDBs). This year's review will require WDBs to complete a desk review survey and return it via email along with any attachments by April 28, 2014 to the Local Program Liaison (LPL) assigned to their area. Onsite monitoring guides include participant services, governance agreements, selective service registration, training services, supportive services, and file reviews. The purpose of onsite monitoring is to:

- Ensure the programs comply with appropriate policies and procedures and operate within the parameters established by law, regulations, Employment and Training Division's *WIA Policy Manual*, the State WIA Plan, the Local WIA Plan, and other program guidelines;
- Assess the quality of services provided to program participants and employers, and where appropriate, make recommendations for improvement;
- Provide technical assistance as needed or requested;
- Identify system wide issues requiring policy or program review and resolution;
- Identify best practices to be shared with others in the workforce development system; and
- Assess impact of workforce programs within the workforce development area.

Onsite monitoring will occur from May through September 2014. The LPL assigned to your area will be contacting you to develop a schedule for the onsite work. Monitoring guides to be used are enclosed. WIA areas to review for PY13 were identified based on findings, technical assistance needs and other issues identified during previous years' onsite monitoring, performance outcomes, and policies released during the past year.

All WDBs will be monitored in the following areas:

- 1) Desk Review Survey
- 2) On-the-Job Training Program
- 3) Participant Services
- 4) Selective Service Registration
- 5) Supportive Services
- 6) Training Services
- 7) Participant Case File Review (Youth, Adult and Dislocated Worker Programs)

A monitoring report will be issued within 45 calendar days of the conclusion of the onsite review and exit conference. Every effort will be made to identify compliance issues at the time of the onsite exit conference. All findings and areas of concern identified during the review will be included in the monitoring report unless the WDB identifies any factual errors. The WDB will have 30 calendar days to provide any required responses to the report. Once all monitoring report findings are satisfactorily addressed, a monitoring close-out letter will be sent to the WDB.

Thank you in advance for your assistance and cooperation in completing this year's monitoring effort. Please contact your LPL if you have questions.

Attachments