Date: May 5, 2015

TO: Workforce Development Board Directors

FROM: Phil Koenig
Director, Bureau of Workforce Training

RE: Program Year 2014 Workforce Investment Act/Workforce Development Board On-site Monitoring Plan and Monitoring Guides

This is to announce the annual on-site monitoring of Program Year 2014 (PY14) Workforce Investment Act (WIA) Title 1 programs managed by the Workforce Development Boards (WDBs). The Department of Workforce Development (DWD) is required to conduct annual monitoring of the WDBs, pursuant to Sections 127 and 132 of the WIA, and Section 188 and 29 CFR Part 37.1 - 37.115 of the Equal Opportunity Provisions.

Feedback received during last year's monitoring was reviewed and changes that we believe will improve the monitoring process have been instituted. The fiscal, program, and civil rights/equal opportunities monitoring will be conducted during a single on-site session, compared to the past practice of three separate monitoring visits. Your assigned Local Program Liaison (LPL) will serve as the Monitoring Team Leader. In addition, monitoring guides will be condensed and there will be a single Desk Review Survey requesting information to assist in fiscal, program, and civil rights program and process review. All WDBs will be required to return completed Desk Review Surveys within fifteen (15) business days prior to their respective on-site monitoring starting date.

On-site monitoring visits under this new team approach will begin in June 2015 and will conclude in December 2015. Your assigned LPL will work directly with your staff to schedule your area's monitoring visit.

The following areas will be monitored:

1) Desk Review Survey
2) Civil Rights Compliance and Equal Opportunity Nondiscrimination
3) Fiscal
4) On-the-Job Training Program
5) Participant Services
6) Performance Measures
7) Training Services
8) Participant Case File Review (Adult, Dislocated Worker, and Youth Programs)
REVIEW PURPOSE
The purpose of on-site monitoring is to:

- Ensure the programs comply with appropriate policies and procedures and operate within the parameters established by law, regulations, the DWD's Employment and Training Division's *WIA Policy Manual*, the State WIA Plan, the Local WIA Plan, Equal Opportunity and Nondiscrimination policies, and program guidelines.
- Assess the quality of services provided to program participants and employers, and where appropriate, make recommendations for improvement.
- Evaluate the management and administration of WIA-funded grants with the Department in order to determine if program operations are compliant and whether the WDB is on track to achieve grant goals and outcomes.
- Provide technical assistance as needed or requested.
- Identify system-wide issues requiring policy or program review and resolution.
- Identify positive practices and share with others in the workforce development system.
- Assess impacts of workforce programs for customers within the workforce development area.

REVIEW SCOPE
The Review will be conducted to verify compliance with the following standards:

- US Department of Labor Education and Training’s Core Monitoring Guide of April 2005
- Department of Labor Employment and Training Administration Advisories
- DWD Policy Updates and Administrative Memos
- DWD's WIA Policy Manual
- OMB Circular A -122
- OMB Circular A -133
- Equal Pay Act of 1963
- The Age Discrimination in Employment Act of 1967
- Title I of the American with Disabilities Act of 1990
- Sections 501 and 505 of the Rehabilitation Act of 1973
- Title VI and Title VII of the Civil Rights Act of 1964 and Implementing Regulations at 29 CFR Part 31 (42 U.S.C. 2000d et seq. and 2000e et seq.)
- Subparts A, D and E of 29 CFR part 32, the Department's regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)
- 29 CFR part 32, Subparts B and C and Appendix A, the Department's regulations implementing the requirements of Section 504 pertaining to employment practices and employment-related training, program accessibility, and reasonable accommodation
- DWD's Division of Employment and Training's Method of Administration for meeting the Equal Opportunity Nondiscrimination Civil Rights Compliance Requirement of WIA.
- Executive Order 11246, as amended
- (2) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793 and 794)
- (8) Title IX of the Education Amendments of 1972, as amended (Title IX) (20 U.S.C. 1681)
ADDITIONAL INFORMATION

- The Desk Review contains the list of documents the WDB is to provide prior to monitoring.
- Following inspection of the above materials and/or after the on-site monitoring visit, DWD may address questions to or request additional information from the WDB contact person.
- DWD may contact the Independent Auditor to discuss the audit of the financial statements that accompany the Independent Auditor's Report. Documentation may be requested from the Independent Auditor.
- Members of the DWD Monitoring team will carry identification and follow all security procedures while engaged in the on-site visit.
- DWD requests a work area with Internet access for the duration of the on-site monitoring visit. This work area should have sufficient space for monitoring staff to examine requested documents and meet with staff, participants, and board members as necessary.

We appreciate all of your assistance with the annual monitoring process. If you have any questions or concerns regarding the above requests, please contact your assigned LPL. Thank you.