

Quality Control Checklist

Career and Technical Education (CTE) Incentive Grant Program

- Attend available CTE Incentive Grants trainings.
- Check the Department of Workforce Development (DWD) CTE web page each month for program updates.
- Notify the DWD CTE Incentive Grant program lead of changes in district contacts.
- Update work plan and task assignments regularly.
- Update position descriptions when responsibilities are reassigned.
- Collect and file claim documentation.
 - For certificates and transcripts, check dates, names, signatures, and file.
 - For Certified Nurse Aide (CNA) registry number from student when certified, verify registry information, then file form.
 - Have separate student completion award (SCA) documentation for each certification earned, verify certification information, and file.
- Check with Youth Apprenticeship (YA) consortium: registration and completed checklists are uploaded to YA database before YA deadline.
- Create a quality control check on documentation to make sure every document is compliant, and the documentation name matches the WISEid name. Create attestation document if names are different and file.
- Enter claims.
- Perform a quality control check on every claim to make sure it is properly entered. Give special attention to the SCAs being in Business and Industry.
- Confirm that all graduation data has been provided to Department of Public Instruction (DPI) before DPI's deadline (diploma document and exit type).
- Submit claims a week before the deadline.
- In early October, check with DWD CTE program lead about contact information. Correct if necessary. Request for additional staff members to be added.
- During edit phase, check the claims portal regularly for flagged claims and address immediately.
- Right before the end of the edit phase, check the claim status of all the school's claims to ensure that none remains in or was returned to changes needed status.
- View the verification report when the resolution phase opens and discuss internally if needed. Notify the DWD CTE program lead of disputes before the deadline.
- Check the verification report again before the resolution deadline to confirm that all disputed claims have been satisfactorily resolved.
- Save the final verification report in the common folder. Wait until at least mid-June.
- Follow up with financial staff to ensure the expected amount has been received.