
Date: June 2, 2016

To: Workforce Development Board Directors

From: Phil Koenig
Director, Bureau of Workforce Training

Subject: 2016-17 Workforce Innovation and Opportunity Act/Workforce Development Board
Coordinated On-site Monitoring Plan and Monitoring Guides

This is to announce the annual coordinated on-site monitoring of Workforce Innovation and Opportunity Act (WIOA) 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 WIOA and Equal Opportunity Provisions.

DWD will again conduct program, fiscal, and civil rights/equal opportunity monitoring during a single week of on-site sessions. Your assigned Local Program Liaison will serve as the Monitoring Team Leader. The attached Desk Review Survey requests information to assist in program and process review. **All WDBs are required to complete the attached Desk Review Survey and return it to their Local Program Liaison fifteen (15) business days prior to their respective on-site monitoring start date.**

Coordinated monitoring visits will commence in July 2016, and will conclude in April 2017. Your assigned Local Program Liaison will work directly with your staff to coordinate your area's monitoring visit.

The following areas will be monitored:

- 1) Eligibility and Services
- 2) Youth and Young Adult Program
- 3) Performance Measures
- 4) Training
- 5) Oversight of Service Providers
- 6) Civil Rights Compliance and Equal Opportunity Nondiscrimination
- 7) Fiscal
- 8) On-the-Job Training Program
- 9) Selective Service Registration
- 10) 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 State WIOA Plan, the Local WIOA 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 Workforce Investment Act (WIA)/WIOA-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 Employment and Training Administration
- WIOA
- Department of Labor Employment and Training Administration Advisories
- DWD Policy Updates and Administrative Memos
- DWD's WIA Policy Manual
- Uniform Guidance 2 CFR Part 200 and 2 CFR Part 2900
- 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 which implement 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)
- (3) The affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212)
- (4) The Equal Pay Act of 1963, as amended (29 U.S.C. 206d)
- (5) Titles VI and VII of the Civil Rights Act of 1964, as amended (6) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
- (7) The Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621)
- (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 coordinated monitoring process. If you have any questions or concerns regarding the above requests, please contact your assigned Local Program Liaison. Thank you.