

## Northwest Workforce Service Area Letter 112

**Subject:** Monitoring Schedule and Format

**Issuance Date:** 1 January 2004

**Effective Date:** 1 January 2004

**Action:** To establish the Northwest Workforce Service Area procedures in the conduct and regular oversight and monitoring of all program activities and the activities of its contracted service providers.

**Who:** Workforce Council Members, Local Elected Official Board Members, and Program Providers.

**Background:** The Northwest Private Industry Council is the grant recipient of the Workforce Development Act (Title 1) for the Northwest Workforce Service Area. The Workforce Investment Act requires that the administrative entity provide general oversight and monitoring of WIA services. The purpose of this policy is to clarify the monitoring and oversight process and to establish clear guidelines for both the Program Providers and for the WSA.

**Policy and Procedures:** The following general procedures will be followed for monitoring Program Providers;

1. Program Providers will be notified of each field monitoring visit in advance to allow Program Providers time to arrange staff schedules or participant interviews. At least seven days notice will be given.
2. Desk monitoring of each Program Provider will be completed monthly and will include at a minimum a review of the following items:
  - a. Client service levels
  - b. Financial obligated and expenditure levels
  - c. Performance standards
  - d. Monthly Program Provider Narrative Reports

The results of the monthly desk monitoring will be shared with the Workforce Council members. Any deficiencies or corrective action identified as part of this process will be discussed with the Program Provider and steps will be established to correct such deficiencies.

3. Annual field monitoring will be completed for each Program Provider using the format as present in the WIA Monitoring Guide. Monitoring guides will be developed for the WIA Adult program, the WIA / State Dislocated Worker program and the WIA Youth program. The individual monitoring guides will serve as attachments to the policy. The results of the annual field monitoring report will be presented in writing to the Program Provider and the Workforce Council. The Program Provider will be given thirty days to respond in writing to the NWPIC on the need for corrective action

identified in the monitoring report.

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# ADULT MONITORING GUIDE



**Minnesota Department of  
Employment and Economic Development**

Workforce Development Division  
Technical Assistance and Support

Revised April 7, 2010

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## Introduction

This Guide is designed to determine whether the Workforce Investment Service Area (WSA) and/or its subrecipient(s) have developed and implemented a comprehensive set of plans, policies and procedures to ensure that the criteria established for participants in the various Workforce Investment Act (WIA) activities are met and that administrative management requirements are met. This responsibility should be found at the WSA and the sub-recipient level. The local Unified Plan (LUP) and previous monitoring reports will be reviewed as they relate to the various sections of this Guide.

Each WSA/Subrecipient visit will be preceded by a desk review of all pertinent material available at the Workforce Development Division (WDD). The onsite portions of this review will obtain the needed information by using the discussion questions listed in that portion and a review of any related WSA policies. The file review will verify that activities are appropriate and complete according to Federal law and regulation and State policies.

### **The entrance conference will include:**

Scope of the visit

- subject matter
- method of review

Review of applicable sections of the law, regulations and State and/or local policies

Results

- exit conference (establish date and time, if possible)
- written report

At the exit conference, the Field Representative will present all tentative findings. Any additional information the WSA Director or designee can provide should be incorporated at this point. WSA and subrecipient requests for technical assistance should be noted and raised later at the WDD for resolution.

### **Findings may include:**

- a corrective action plan
- a deadline for corrective action completion
- follow-up on completed corrective action to verify its implementation

A report and cover letter will be prepared within thirty (30) days of the completion of the onsite review.

## Acronyms

AA	Affirmative action
ADA	Americans with Disabilities Act
CBO	Community Based Organization
CFDA	Catalogue of Federal Domestic Assistance
CFR	Code of Federal Regulation
DEED	Department of Employment and Economic Development
DOT	Dictionary of Occupational Titles
EEO	Equal employment opportunity
EO	Equal opportunity
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contribution Act
FSLIC	Federal Savings & Loan Insurance Corporation
FSR	Financial Status Report
HUD	Housing and Urban Development
IRCA	Immigration Reform and Control Act
ITA	Individual Training Account
LWIB	Local Workforce Investment Board
LUP	Local Unified Plan
MIS	Management information system
MOU	Memorandum of Understanding
NAFTA	North America Free Trade Act
OJT	On-the-job training
OMB	Office of Management and Budget
PAU	Program Audit Unit
RFP	Request for proposal
SAA	Single Audit Act
TAA	Trade Assistance Act
TANF	Temporary Assistance for Needy Families
TFM	Treasury Financial Manual
WFC	WorkForce Center
WIA	WorkForce Investment Act
WDD	Workforce Development Division
WSA	WorkForce Service Area

# Notes

## General Information

Workforce Service Area (WSA):

Dates of Visit:

Monitored by:

Grant number:

## Persons Interviewed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## **Local Governance**

This section is designed to review the local Workforce Investment Board (WIB) membership to determine if the WSA is in compliance with WIA Law and Regulations, the WIA Title I and Related Activities Manual, and the Local Unified Plan (LUP).

### **References**

#### WIA Law

##### Sections:

117 Local Workforce Investment Board

#### WIA Federal Regulations

##### 20 CFR Sections:

661.307 Open Meeting Requirements  
 661.315 WIB Membership Requirements  
 661.317 Representation Selection in Multiple Partner Areas  
 661.325 Membership Criteria  
 661.330 Alternative WIB  
 661.345 Local Plan Submission Requirements  
 667.200(a)(4) WIB Conflict of Interest

#### Minnesota State Statutes

##### Sections:

268.666 Workforce Service Areas  
 116L.666, subdivision 3 Education representative on local Workforce Council

**Desk Review**

Is the WIB substantially similar to that required under WIA Law, Section #117(a)(b)(c) and (h)(1)(2)?  Yes  No

Review for representation of business and labor or other employee representation.

Review for addition of members to represent groups not previously on the WIB.

**Onsite Review**

**WIB Membership Review**

Review the WIB for compliance with WIA Law, Section 117 of the Act and MN State Statute §§268.666. Discuss any changes to the membership structure. (Ref: WIA 20 CFR reg. sec.#661.330(b)(3)(c)(d))

Are a majority of the members representatives of local business? (Ref: WIA 20 CFR reg. sec.#661.315(d))  Yes  No

Does the membership consist of individuals with "optimum policy making authority" within the business, organization, or agency they represent? (Ref: WIA 20 CFR reg. sec.#661.315(c)(d))  Yes  No

Do representatives of the area workforce and community-based organizations constitute at least 15% of the membership of the WIB? (Ref: MN State Statute §§268.666)  Yes  No

Is there at least one representative from a local adult basic education (ABE) program approved under section 3124D.52? (Ref: 2009 State Legislature amended MN State Statute Chapter 116L.666)  Yes  No

What local business organization, trade association, labor union(s), or other employee representatives have made nominations for appointment to the WIB? (Ref: WIA 20 CFR reg. sec.#661.315(e))

\_\_\_\_\_

\_\_\_\_\_

Are businesses represented that reflect the employment opportunities of the local area? (Ref: WIA Law sec.#117(b)(2)(A)(I)(ii) and (Ref: WIA 20 CFR reg. sec.#661.325)  Yes  No

**Activities of the LWIB**

Is information on LWIB activities available to the public? (Ref: WIA Law, sec.#117(e)), and (Ref: WIA 20 CFR reg. sec.#661.345(4))

Explain:

\_\_\_\_\_

\_\_\_\_\_

Review meeting minutes.

## **Adult Activities**

This section is designed to review the delivery of adult services through the WorkForce Center System.

### **References**

#### WIA Law

##### Sections:

134(d)	Required employment and Training Activities
134(e)	Permissible Employment and Training Activities

#### WIA Federal Regulations

##### 20 CFR Sections:

662.240	Core Services
663	Adult Activities

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#### WIA Title I and Related Activities Manual

11.2	Eligibility Determination
11.5	Provision of Supportive Services
11.7	Needs Related Payments
11.8	Immigration Reform and Control
11.9	FICA
11.10	Certification Process for Training Providers
11.11	Individual Training Accounts
11.12	Performance Standards – Supplemental Data Sources
11.15	Standards for Subsequent Certification

**Desk Review**

Review the WSA Plan for providing core, intensive, and training services.

**Onsite Review**

**Core Services**

What other affiliated sites or specialized centers provide core services? (Ref: WIA 20 CFR reg. sec.#663.100)

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Are all required core services being provided? (Ref: WIA Law sec.#134(d)(2)), and (Ref: WIA 20 CFR reg. sec.#663.150, and sec.#662.241)  Yes  No

How are follow-up services provided? (Ref: WIA 20 CFR reg. sec.#663.150)

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At what point are adults registered? (Ref: WIA 20 CFR reg. sec.#663.105)

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**Intensive Services**

Are there other sites or specialized centers that provide intensive services? (Ref: WIA 20 CFR reg. sec.#663.210)  Yes  No

Are intensive services delivered as outlined in LUP?  Yes  No

How is the need for intensive services determined and documented? For the unemployed worker?  
Are there services available for the underemployed worker? (Ref: WIA 20 CFR reg. sec.#663.160, and sec.#663.220 - #663.230)

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What factors determine the appropriateness of the form of comprehensive assessment used (diagnostic assessment of tools or interviewing)? Who makes the decision?

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Is there a minimum period of time an individual must be in intensive services prior to being eligible for training services?

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**Training Services**

Are training services delivered as outlined in the LUP?  
(Ref: WIA 20 CFR reg. sec.#663.310)

\_\_\_\_\_ Yes \_\_\_\_\_ No

How is the need for training services determined and documented? (Ref: WIA 20 CFR reg. sec.##663.240(b), and sec.#663.310)

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How are participants determined to have the skills and qualifications to complete a training program? (Ref: WIA 20 CFR reg. sec.#663.310)

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How is it documented that the selected training program leads to targeted high-growth and high-wage demand-driven occupations?

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How are WIA training funds and other sources of training funds (Title IV, State funds, loans, TAA, etc.) coordinated? Describe or provide examples. (Ref: WIA 20 CFR reg. sec.#663.320)

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**Eligible Training Providers**

What is the WIB process for provisionally certifying WIA training programs? Who notifies DEED staff when the WIB provisionally certifies a training program?

(Ref: WIA 20 CFR reg. sec.#663.510(d)(1))

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How is the statewide list of eligible providers made available to customers?

(Ref: WIA 20 CFR reg. sec.#663.510(d)(6))

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**Priority and Special Populations**

Review the demographic report to determine whether the WSA is giving priority for intensive and training services to veterans, recipients of public assistance and other low-income individuals. (Ref: WIA 20 CFR reg. sec.#663.600.)

**Supportive Services**

What supportive service policy has been developed to ensure resource and service coordination, including procedures for referral and funding, in the WSA? (Ref: WIA 20 CFR reg. sec.#663.800)

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Has the WSA established limits on amounts and duration of funds for supportive services? (Ref: WIA 20 CFR reg. sec.#663.810)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

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Does the WSA provide needs-related payments? If yes, how is the level of payment determined? (Ref: WIA 20 CFR reg. sec.#663.840)

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## **Lists of Services**

### **Required Core Services**

The following is a list of minimally required core services. These are informational or self-service, not requiring significant staff involvement.

1. WIA eligibility determination;
2. Outreach, intake (may include Unemployment Insurance Profiling), and orientation to information and services available in the WorkForce Center;
3. Rudimentary assessment of skills, aptitudes, abilities, supportive service needs and/or information on programs that might assist in upgrading skills and filling needs;
4. Provision of informational services including:
  - Job vacancy listings
  - Job skills information;
5. Information related to jobs in demand;
6. Provision of performance information and program cost information on WIA eligible training providers;
7. Provision of information on local area performance;
8. Provision of information on supportive services;
9. Provision of information on unemployment insurance;
10. Provision of assistance on establishing eligibility for:
  - Welfare-to-Work activities
  - Non-WIA financial aid programs;
11. Provision of group services in the areas of:
  - Job club activities
  - Job search activities;
12. Provision of group assessment activities;
13. Provision of group employability development planning; and,
14. Provision of group career planning.

### **Staff-Assisted Core Services**

The following are significant staff assisted (two hours or more) core services requiring registration.

1. Staff-assisted job search and placement assistance, and where appropriate, career counseling;
2. Staff-assisted job referrals;
3. Staff-assisted job development;
4. Staff-assisted assessment of skill levels, aptitudes, abilities, and supportive service needs with a view towards determining the need for intensive services;
5. Staff-assisted out of area job search activities; and,
6. Follow-up services, including counseling regarding the workplace, for participants in WIA Title I activities placed in unsubsidized employment, for a minimum of 12 months after the first day of employment, as appropriate.

### ***Intensive Services***

The following are types of intensive services that may be provided.

1. Comprehensive assessments of skill levels and service needs that may include:
  - Diagnostic testing or other assessment tools
  - In-depth interviewing and evaluation to determine barriers and employment goals;
2. Development of an individual employment plan to identify employment goals, achievement objectives, and services needed to achieve the employment goals;
3. Group counseling;
4. Individual counseling and career planning;
5. Case management for participants seeking training services;
6. Work experience;
7. Internships;
8. Short term prevocational services; and,
9. Short term classroom courses designed to provide the skills to enable the participant to become more employable. Included here are one course seminars that provide instruction in specific computer software packages.

### ***Training Services***

Training services that may be provided include:

1. Occupational skills training (does not include short term one course seminars. See intensive services);
2. On-the-job training (OJT);
3. Programs that combine workplace training with related instruction. May include cooperative education programs;
4. Training programs operated by the private sector;
5. Skill upgrading and retraining;
6. Entrepreneurial training;
7. Adult education and literacy provided in combination with any of the above; and,
8. Customized training and apprenticeships with a commitment by the employer(s) to employ the participant upon successful completion of the training.

## ***Non-Discrimination and Equal Opportunity***

This section has been designed to determine whether the WSA and/or its subrecipient(s) are in compliance with the non-discrimination and equal opportunity provisions of WIA.

### **References**

#### WIA Law

##### Sections:

118	Local Workforce Investment Plan
181	Complaint Procedures
181(c)(2)	Investigations
188	Non-discrimination

#### WIA Federal Regulations

##### 20 CFR Sections:

661.350(b)(2)	Local Workforce Investment Plan
667.275	Non-discrimination and Non-sectarian Activities
667.600	Complaint Procedures

##### 29 CFR Sections:

37.2	Who Equal Opportunity Applies To
37.4	Definitions
37.5 - .7	Prohibited Discriminatory Actions
37.8	Reasonable Accommodation/Modification
37.9	Responsibility to Communicate with the Disabled
37.26	Obligations Relating to the Equal Opportunity Officer
37.28	Obligations of Service Providers
37.29 - .31	Dissemination of EEO Policy
37.34 - .36	Notification, Auxiliary Aids/Services, Information in other Languages, and New Participant Orientation
37.37	Responsibility to Collect and Maintain Data
37.39	Record Retention
37.42	Responsibility to Provide Universal Access

#### WIA Title I and Related Activities Manual

3.5	Record Retention
6.1	Introduction
6.2	Program Complaint Handling Procedures
6.3	Discrimination Complaint Handling Procedures
6.4	Designation of Equal Opportunity Officer
6.5	Violation of the Non-Discrimination and Equal Opportunity Provisions of WIA
6.6	Initial and Continuing Notice Document
6.7	Limited and Non-English Speaking Ability

#### Public Law

101-336	Americans with Disabilities Act
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#### Minnesota State Statutes

268.0124	Plain Language in Written Materials
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**Desk Review**

Review the WSA complaint procedure.

Is the Complaints/EEO Officer identified? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_ Title \_\_\_\_\_

Review any complaints filed with the WDD since the last review.

Review the WSA's ADA site visit review. Date review occurred? \_\_\_\_\_

Were modifications requested in the site review? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Onsite Review**

Has there been a staff change in the position of Complaints/ EEO Officer that was identified in the LUP? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what or whom is the change?  
\_\_\_\_\_  
\_\_\_\_\_

What training has the Complaints/ EEO Officer had in regards to their position?  
\_\_\_\_\_  
\_\_\_\_\_

Has the WSA modified its complaint and EEO/AA procedures from those submitted and approved as part of the LUP? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

How does the WSA assure that a subrecipient(s) maintains a complaint and EEO/AA procedure or use that of the WSA? (Ref: WIA 29 CFR reg. sec.#37.2 (recipient) and 20 CFR reg. sec.#667.600)

\_\_\_\_\_  
\_\_\_\_\_

How are participants, employment applicants, employee unions (if applicable), subrecipients, and other members of the public informed that the WSA does not discriminate on any prohibited ground? How is the EO "Notice to the Public" poster communicated? (Ref: WIA 29 CFR reg. sec.#37.29-31 and sec.#37.34)

\_\_\_\_\_  
\_\_\_\_\_

What language(s) is/are the EEO "Notice to the Public" communicated in?

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Have any informal or formal program complaints or complaints alleging discrimination been filed at the WSA within the past year or since the last review? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

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Review the WSA complaint log. (Ref: WIA 29 CFR reg. sec.#37.37(c) and sec.#37.39(b)) Are there separate logs for WIA Program and Discrimination complaints?

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Have appropriate entries been made to the log? (Ref: WIA 29 CFR reg. sec.#37.37) \_\_\_\_\_ Yes \_\_\_\_\_ No

Have decisions and appeals been made in a timely manner (40/10/40)? (Ref: WIA 20 CFR reg. sec.#667.600)

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Review complaints filed at the WSA since the last program review.

Date of last program year review? \_\_\_\_\_

Per the ADA site visit review, have requested modifications to enhance physical and programmatic accessibility been completed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, what needs to be completed and what is the timetable for completion?

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How is it ensured that communication with those who have limited English speaking proficiency is as effective as communication with others? Communication with registrants, participants, employees, applicants for employment, and other members of the public who are disabled? (Ref: WIA 29 CFR reg. sec.#37.9 and sec.#37.34-36)

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What auxiliary aids or services are available to any individual who is a beneficiary of WIA Title I services?

Closed captioned TV/VCR \_\_\_\_\_ Jaws \_\_\_\_\_ Cassette Tape Player \_\_\_\_\_  
OVAC/Optelec Reader \_\_\_\_\_ Zoom text \_\_\_\_\_ Pocket Talker \_\_\_\_\_  
Others (list) \_\_\_\_\_

What telecommunication devices are available for communicating with the deaf or hard of hearing?

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Nextalk is installed on all assistive technology computers. Do you know your Username and Password? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there signs visible to the public indicating a TTY and auxiliary aids are available? (i.e., "Minnesota WorkForce Centers – Access for Everyone" is the orange colored poster. One large poster should be posted near the lobby entrance and a smaller version of the same version should be posted near the assistive technology computer.)

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How does the WSA assure that it and/or any recipient of WIA funds, including eligible training providers and OJT employers, can provide reasonable accommodation (i.e., Braille, language interpreters, sign language interpreters, site accommodations, etc.) per the requirements of the non-discrimination and equal opportunity provisions of WIA? (Ref: WIA 29 CFR reg. sec.#37.4 (Reasonable Accommodation) and sec.#37.8)

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## **Reporting and Data Management**

This section is designed to review the reporting requirements of WIA, the WSA's MIS capability to produce required reports, data control, edit procedures, security, and record retention.

### **References**

#### WIA Law

##### Sections:

134(d)	Required Employment and Training Activities
184	Fiscal Controls; Sanctions
185	Reports, Record Keeping, and Investigations

#### WIA Federal Regulations

##### 20 CFR Sections:

667.300	Reporting Requirements
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##### 29 CFR Sections:

95.53	Retention and Access Requirements
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#### WIA Title I and Related Activities Manual

3.5	Record Retention
5.0	Data Management

## Onsite Review

Describe each step involved in data creation and entry.

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Do all WSA staff and subrecipients have access to the on-line MIS and WIA Title I and Related Activities Manual or a print copy of each?  Yes  No  
If no, why?

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Do you provide MIS data management for a subrecipient or WSA?  Yes  No  
If yes, describe the service provided, for whom it is provided, and at what cost.

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### Staff Training

Have WSA staff been trained in definitions that apply to program regulation and MIS procedures?  Yes  No

Are any subrecipients doing MIS data entry?  Yes  No  
If yes, what training was provided to the subrecipients' staff?

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### Data Control

Who enters MIS data into WF1?

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What is the policy regarding the occurrence of a transaction (i.e. registration, status change, exit) and the entry of that transaction into the system?

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Have there been any problems with prompt entry of new registrations or activity transactions into the system?  Yes  No  
If yes, explain:

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**Holding, Planned Extended Leave, and Partnering**

Is the WSA aware of the **holding** activity , when it may be used, and for how long?

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Is the WSA aware of the **planned extended leave** activity and when it may be used?

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Is the WSA aware of the **partnering** activity and when it may be used?

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Does the WSA have any policy more restrictive than the state policy on these activities?

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How is the appropriate use of these activities monitored?

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**System Security**

What security measures ensure confidentiality of data including:

- Paper forms and documents? \_\_\_\_\_
- Electronic? \_\_\_\_\_
- CD's, ect. \_\_\_\_\_

How do you protect any of the above paper or electronic media from deliberate or accidental loss?

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Have you had to use your back-up recently for any reason? If yes, explain: \_\_\_\_\_ Yes \_\_\_\_\_ No

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**Record Retention**

Is the WSA aware of the six-year record retention requirements under State law? \_\_\_\_\_ Yes \_\_\_\_\_ No

Where are records currently being retained?

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## **Performance Accountability**

This section is designed to review the expected levels of performance for each core indicator of performance as specified in the WSA LUP as Local Performance Standards.

### **References**

#### WIA Law

##### Sections:

136(c)	Local Performance Measures
136(h)	Sanctions
185(a)(3)	Maintenance of Records

#### WIA Federal Regulations

##### 20 CFR Sections:

666.140	Individuals Included in the Core Measures
666.150	Responsibility for Quarterly Wage Information
666.240(d)	Acceptable Performance
666.300	Local Area Performance Indicators
666.310	Local Area Performance Levels
666.420	Sanction for Poor Performance

#### WIA Title I and Related Activities Manual

7.0	Monitoring
8.3	Sanctions
8.5	Definition of Performance Standards
11.13	Supplemental Data

**Desk Review**

Review the Minnesota Performs Reports (computer by Chrys Zaglifa)

**Onsite Review**

**Review of Local Performance**

	Plan	Actual
Entered Employment		
Credential		
Retention		
Average Annual Earnings		

What corrective action has been taken to improve any measure that is not meeting the performance standard? (Ref: WIA Law sec.#136(h) and 20 CFR reg. sec.#666.420)

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What will be the involvement of the partners in any corrective action?

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**Supplemental Data**

What is your procedure for verifying an entered employment as required by the Supplemental Data policy? (Ref: WIA Title 1 and Related Activities Manual sec.#11.13)

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What is your procedure for verifying credential (degree, diplomas, certificates, licenses, etc.) attainment? (Ref: WIA Title 1 and Related Activities Manual sec. #11.13)

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# ***Participant File Review***

This section is designed to review the participant file. A sample of all adult participant files will be reviewed for the following content:

## ***References***

### WIA Law

#### Section:

185(a)(3)	Maintenance of Records
188(a)(5)	Prohibition on Discrimination Against Non-Citizens
189(h)	Enforcement of Military Selective Service Act

### WIA Federal Regulations

#### 20 CFR Sections:

663.150	Follow up Services
667.275	Non-discrimination and Equal Opportunity

#### 29 CFR Section:

37.37(b)(1)(2)	Responsibility to Collect and Maintain Data
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### WIA Title I and Related Activities Manual

3.5	Record Retention
5.2	MIS Manual
5.4	Data Practices
11.2	Eligibility Determination
11.8	IRCA
11.11	ITA
11.12	Participant Files Content/30 Day Review of Files/Termination Policy
11.13	Supplemental Data Policy
11.16	Selective Service Registration

**Checklist**

Service Provider: \_\_\_\_\_

Participants Name: \_\_\_\_\_ Age \_\_\_\_\_

Workforce 1 - Application/Eligibility Date: \_\_\_\_\_

- ( ) Citizenship
- ( ) Right to Work

**Verification of:**

- ( ) Birth Date (copy)
- ( ) Social Security Number
- ( ) Selective Service
- ( ) Wage Detail Consent Form
- ( ) Data Privacy Form
- ( ) Complaint/Discrimination Form

**Economic Eligibility**

- ( ) Family Size
- ( ) Income
- ( ) Public Assistance
- ( ) Food Stamps
- ( ) Individual With a Disability
- ( ) Homeless
- ( ) Single Parent
- ( ) Other \_\_\_\_\_

Reading Scores: Reading \_\_\_\_\_ Math \_\_\_\_\_

Individual Employment Plan: ( ) Very Good ( ) Good ( ) Poor

**WF1 Activities**

- ( ) Job Search
- ( ) Classroom Training - Academic
- ( ) Classroom Training - Occupational Skills
- ( ) Customized Training
- ( ) OJT
- ( ) Other \_\_\_\_\_

- ( ) Licensed School
- ( ) WIA Certified Training Program \_\_\_\_\_  
School \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_
- ( ) Verification of Certificate/  
Credential Obtained

Individual Training Account (ITA): ( ) Type used \_\_\_\_\_

Case Notes in files: ( ) Good ( ) Acceptable ( ) Poor

Support Services Provided: \_\_\_\_\_

WF1 - Termination Status: ( ) Unsubsidized ( ) Other \_\_\_\_\_

Placement Info: Wage \_\_\_\_\_ Job Title \_\_\_\_\_

COMMENTS: \_\_\_\_\_



Produced by:

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