

WIA/WIOA Program Monitoring Review

Program Year: _____

Name of Sub-recipient:	Contract Number:
Name of Reviewer(s):	Contract Administrator:
Date(s) of Monitoring:	Target Population:

Prior Monitoring Review

Describe any related findings or observations identified during the previous monitoring review that may require follow-up or may be open.

Scope of Work Requirements

Review the Scope of Work of the sub-recipient. Are they meeting their contract objectives and following contract requirements?

1. **Finding** **Needs improvement** **None** **Exemplary**

Is the sub-recipient on target to reach the expected number to be served for program year 2016/2017?
If not, does the sub-recipient have an outreach plan in place?

2. **Finding** **Needs improvement** **None** **Exemplary**

Is the sub-recipient on target to comply with Adult Priority of Service requirements outlined in ADW-030-01?

3. Finding Needs improvement None Exemplary

Is the sub-recipient serving the target population(s) identified in their Scope of Work? Are efforts being made to serve people in these population groups?

4. Finding Needs improvement None Exemplary

Are all of the program elements outlined in the sub-recipient's scope of work being provided? Are the services adequate?

If not, does the sub-recipient have a plan to incorporate the services into their current program model?

5. Finding Needs improvement None Exemplary

a. Describe how the sub-recipient has incorporated System and community partnerships identified in their Scope of Work and Proposal.

b. Do the participants have access to the services identified through the partnerships? Has the sub-recipient properly retained records of referrals and/or participation in these services?

Describe evidence of partnerships, referrals and participation in partner services in files.

6. **Finding** **Needs improvement** **None** **Exemplary**

Does the sub-recipient sufficiently utilize the Workforce Connections' MIS system to record required information?

Does the sub-recipient record data timely and accurately? If not, does the sub-recipient have a plan to make improvements to ensure timely and quality data entry?

Program Requirements

7. **Finding** **Needs improvement** **None** **Exemplary**

Is the sub-recipient delivering a program designed to effectively offer WIOA employment and training services?

8. **Finding** **Needs improvement** **None** **Exemplary**

a. Describe the sub-recipients staffing structure. Has the program been staffed as outlined in their scope/budget? Has the program been staffed for adequate capacity?



b. Describe the sub-recipient's turnover rate.

c. Describe how Subject Matter Experts are deployed in the program. Include outcomes.

d. Describe how Job Developers have been deployed in the program. Include outcomes.

9. Finding Needs improvement None Exemplary

Are basic, individual career services and training services made available at the Site? Describe how other services needed by customers are delivered.

10. Finding Needs improvement None Exemplary

Does the sub-recipient have adequate internal policies required by Workforce Connections and to support Program requirements? (Supportive Services policy and Veteran Priority of Service required, additional as applicable)

11. Finding Needs improvement None Exemplary

Does the sub-recipient maintain a log of complaints filed? Have WC reporting procedures been followed?

12. Finding Needs improvement None Exemplary

Is there any evidence of violation of nepotism policies?
