


WIOA POLICY Calcasieu Parish Consortium <b>Workforce Development Board LWDA #51</b> Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis & Vernon Parishes		<b>Workforce Innovation &amp; Opportunity Act</b> <b>On-Site Monitoring Procedures</b> 	
TR11		Training Related Policy	
Revisions: 4/25/2024		Approved: 1/2/20219	
WDB Chairperson's Signature: Sarita Scheufens		WDB Director's Signature: Stephanie Seemion	
		Expiration Date: Continuous, until further notice	

**Purpose:**

To stipulate the process for On-Site Monitoring

**Procedures:**

The following procedural steps will be followed in conducting on-site reviews.

**1. Preparation for review:**

- a. Letter of notification will be sent to the Subcontractor/Service Provider establishing time and date of scheduled on-site visit.
- b. Monitor may review centralized, official file including the training agreements, contract, modification(s), relative correspondence, etc.
- c. Monitor may interview assigned WIOA Program Staff to obtain information that may not be a part of the file, obtain updated information on problem areas/positive aspects, if any.
- d. Consult may WIOA WDB Director and the WIOA Program Staff, and review internal reports, if available.

**2. Conducting the interview:**

- a. Monitor may conduct an entrance interview with appropriate administrative contact person(s) or employer, depending upon type of program.
- b. Monitor may review administration through a combination of staff interviews, review of personnel files and payroll records, etc., if applicable.
- c. Monitor may conduct interviews with Staff/Supervisor to determine the roles of the individuals working for/with the program. A determination is made as to how familiar the program staff is with the contract and objectives.
- d. Monitor may conduct interviews with WIOA participants. Questionnaires will be used to record information and will be filled out during the interviews.
- e. On-site questionnaires are used to record the information through these interviews and will be filled out during the interview. These questionnaires will be maintained on file as documentation for the final written report.

**3. Documents requested for review:**

The monitor will request/review appropriate documents for review such as, but not limited to:

- a. Personnel Files - staff applications, leave forms, time and attendance records, travel reports, etc.
  - b. Participant files - time and attendance records, warning notices, test papers, pre-test/post-test, evaluation/progress records, etc.
  - c. Time and attendance records - daily sign-in/out sheets. These records will be reviewed and compared to the invoices for On-the-Job Training contracts. Also, signatures of participants and instructor/supervisors will be reviewed.
4. Conduct a review of facility/worksite (by observation).
  5. Conduct a review of WIOA equipment (by observation) for full utilization, proper working order, inventory tagging, security, etc.
  6. Preparation and submission of monitoring report, corrective action, and follow-up. These procedures are applicable for any type of monitoring review.

**Reference:** WIOA SEC. 183. MONITORING.