

## **AREA 26 LOCAL MONITORING POLICY**

Southern 14 Workforce Investment Board, Inc., LWIA #26

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The LWIA 26 Staff will conduct programmatic, fiscal and physical inventory monitoring of Title I B (Adult, Dislocated Worker, Youth and Trade) programs at the area service providers level each program year using the most current State of Illinois Department of Commerce Bureau of Workforce Development Program Compliance Monitoring Guide available and the Fiscal Monitoring Procedures and Instrument for WIOA Title IB Service Providers.

The LWIA 26 Staff will also use the most current WIOA Notice which sets guidelines for determining *needs-related payments* and self sufficiency Lower Living Standard Income Level (LLSIL) and LWIA 26 local eligibility policy.

Various IWDS (Illinois Workforce Development System) reports are utilized in annual monitoring. Monitoring will also include reviewing IWDS Security Reports as needed to identify expired logins.

### **FISCAL MONITORING**

The Fiscal Officer will conduct an onsite monitoring visit to each Service Provider on an annual basis.

Each program year the monitoring team from DCEO monitors the fiscal activity of the board office, as well as each service provider.

Any monitoring findings or management recommendations will be dealt with and resolved in a timely manner.

### **PROGRAMMATIC MONITORING**

The Compliance Monitor will conduct an onsite programmatic monitoring of Title I B programs at the area service providers level each program year using the most current State of Illinois Department of Commerce Bureau of Workforce Development Program Compliance Monitoring Guide available, Policies and Notices and LWIA 26 local policies.

Each program year the monitoring team from DCEO monitors the fiscal activity of the board office, as well as each service provider.

Any monitoring findings or management recommendations will be dealt with and resolved in a timely manner.

### **Monitoring Findings**

Following monitoring, any findings will be discussed at an exit conference and a written notification of the finding(s) or management recommendations will be sent to the service provider.

### **Monitoring Follow-up**

Service Providers will be given 30 days from date of notification letter to address all finding(s) with proper documentation. Findings will be corrected prior to the next scheduled monitoring visit.

### **Reporting**

Programmatic monitoring of service providers will be reported at the first LWIA 26 board meeting following receipt of service provider response.

### **Records Retention**

Programmatic monitoring records will be kept at the LWIA 26 office for 3 years after monitoring date.

## **INVENTORY MONITORING**

The Southern 14 Workforce Investment Board, Inc. will maintain property records as required by the Workforce Innovation and Opportunity Act on all property purchased with Title IB grant funds.

Approval from the Department of Commerce for all nonexpendable personal property acquired either through purchase or lease-purchase with a unit purchase price of \$5,000 or more will be obtained before the purchase is made as required by Policy Letter 05-PL-16 (*or most current policy*).

An inventory shall be maintained at the LWIB level for all purchases of nonexpendable personal property with an acquisition cost of \$1,000 to \$4,999. Records shall be maintained in accordance with the federal regulations, any loss, theft or damage to grant property will be reported to the Department of Commerce as required by Policy Letter 05-PL-16 (*or most current policy*).

Monitoring to physically check the inventory of contracted service providers and workNet Centers equipment will be conducted once during the program year.

Disposition of nonexpendable personal property will be handled in accordance with Policy Letter 05-PL-16 (*or most current policy*). Before disposal of any equipment, LWIA 26 will attempt to get the maximum return on item. Any proceeds from sale of property will be reprogrammed.

All property with an acquisition cost between \$250.00 and \$1,000.00 purchased for the LWIA No. 26 staff office will be maintained on an office inventory list.

## **EQUAL OPPORTUNITY MONITORING**

The Equal Opportunity (EO) Officer will conduct an onsite monitoring visit to each LWIA 26 Illinois workNet Center and satellite office on an annual basis to assess Equal Opportunity compliance. Additionally, a sample of participant files will be reviewed to ensure that medical information is being maintained in a confidential manner as outlined in Local Policy 2.

Any monitoring findings or management recommendations will be dealt with and resolved in a timely manner.