



Area 20/21
Hocking - Fairfield
Pickaway - Ross - Vinton

Monitoring Plan

Area 20/21 Workforce Investment Board
September 2, 2008

Introduction:

Area 20/21 has developed this monitoring plan to review, analyze, and report on the activities and services provided by the area sub grants or contracts. The focus is to monitor for compliance with federal, state, and local laws, regulations, policies, and procedures to ensure quality of services. This monitoring plan will also comply with WIA law 20 CFR Section 667.400 and 20 CFR Section 667.410. Through this process Area 20/21 is then able to recommend corrective actions or provide technical assistance to the sub-grantees to resolve any issues.

Area 20/21 defines monitoring as the assurance that sub-grantees comply with program regulations; measure progress toward performance goals; and improve the product or service being delivered.

Monitoring focuses on solutions, not problems. Area 20/21 views monitoring as another opportunity to provide on-going communication and technical assistance to support sub-grantees to improve the quality of services delivered before any major problems develop.

Area 20/21 will revise this Monitoring Plan at any time it deems appropriate due to changes in federal, state and/or local regulations or laws.

Plan Objectives:

The objectives of the Area 20/21 Monitoring Plan are:

- To ensure that the sub-grantees are reviewing and monitoring its WIA activities and those of its sub-grantees and contractors;
- To provide program guidance and direction to the sub-grantees to assist them in providing quality services;
- To assist the sub-grantees in resolving compliance problems and assist in continuous improvement efforts of programs;
- To provide consulting, training, and technical assistance to sub-grantees;
- To comply with the federal monitoring requirements;
- To ensure that required records are maintained for compliance for audit purposes

Program Monitoring:

Area 20/21 will establish dates for on-site comprehensive monitoring visits as needed. Required sub-grantees will be monitored at least once a year.

Area 20/21 will ensure that the monitor(s) are adequately trained before beginning the annual monitoring process. The monitor will be familiar with the performance requirements; program

requirements; financial regulations related to the specific grant(s); and other pertinent information related to the sub-grantees.

The monitor(s) will review all the written data available at Area 20/21 prior to the on-site visit, such as:

- Financial Reports;
- Progress reports;
- Required data collection reports;
- Documentation of previous monitoring; and
- Copies of audits whether by an Independent Public Accountant (IPA) or another entity such as the Auditor of State, or ODJFS.

This information can be used to identify potential problem areas to examine during the on-site visit.

Documentation:

Each step of the monitoring process is documented and maintained at Area 20/21. The client files will remain confidential to protect the privacy of the clients served.

Follow-up:

If the monitoring report identifies a finding or concern, a follow-up monitoring or technical assistance visit may be conducted prior to the end of the grant. This will assure that the corrective actions cited in the report were implemented, performance was maintained or improved, and that communication was sustained. All follow-up actions will be appropriately documented and communicated to the sub-grantees in writing.