
Policy Number: 2019-0124.0-MOP**Effective Date**

This policy will become effective upon passage

Purpose

On behalf on Lucas County Workforce Development Board (LCWDB), the Lucas County Department of Planning and Development (LCDPD) will conduct monitoring and oversight of all program operators, subrecipients and/or contractors of federal Workforce Innovation Opportunity Act (WIOA) funds awarded to Workforce Area #9 in accordance with WIOA Section 107 (d) (8). Monitoring and oversight outcomes will be reported to LCWDB annually or more frequently if appropriate.

These activities will be in addition to the following standard on-going monitoring activities:

- ODJFS WIOA and Comprehensive Case Management Employment Program (CCMEP) Program Monitoring
- ODJFS Fiscal Monitoring
- ODJFS Data-Validation Review

Procedure

1. LCDPD will conduct monitoring and oversight through the completion of the procedures outlined in the LCWDB approved *Monitoring and Oversight Procedures* guide.
2. The LCDPD One Stop operator, program subrecipients and/or contractors will be monitored on-site at least once during the contract year for compliance with WIOA, State, and local policies.
3. Should the review cite findings and observations, the review will recommend a corrective action plan, including the date of completion.
4. LCDPD will provide technical assistance as necessary and appropriate.
5. All completed corrective action plans and related follow-up reports will be reviewed by the LCDPD Performance Monitor and reported to the LCDPD when appropriate.

Action Required

Any clarification needed should be directed to the LCDPD Director or the LCDPD Policy Team.