

The following processes will be used when conducting Monitoring and Oversight of providers under contract with the Lucas County Workforce Development Board and the Lucas County Department of Planning and Development. Providers of on-the-job training (OJT), incumbent worker training (IWT), and customized training (CT) funded through the Workforce Innovation and Opportunity Act (WIOA) will also be included in this process.

General

1. Participate in scheduled operational meetings to ensure that the One Stop operator, Career Services provider, and the Youth Service provider(s) are in compliance with the Workforce Development Board (WDB) and/or Lucas County Department of Planning and Development (LCDPD) policies, procedures, and strategic plan. Provide technical assistance to the Operator and Provider(s).
2. Maintain communication with key One Stop operator and provider staff to ensure that Federal and State performance goals and local quarterly program targets are met.
3. Conduct informal site visits.
4. Conduct a formal performance evaluation annually to include case file reviews, data-validation reviews, and a summary of site visit(s). Deliverables, specified in Request for Proposal(s) (RFP), will be reviewed to ensure performance and targets are being met.
5. Review local workforce system to ensure that Equal Employment Opportunity /Affirmative Action (EEO/AA) requirements are being met.

Programmatic

1. Review and confirm each Adult, Dislocated Worker, and Youth eligibility prior to the Career Services and Youth providers enrolling individuals and providing services.
2. Negotiate program targets with the providers each fiscal/program year. Said targets will include enrollments, exit/closures, Measurable Skills Gains (MSG), and employment/education Placements.
3. Participate in the annual State comprehensive monitoring.
4. Participate in the State Data-Validation review when scheduled.
5. Review the effectiveness of the area's Rapid Response services according to State policy WIOAPL 15-15.2, Section VIII.
6. Note any finding and require appropriate corrective-action plan.
7. Report monitoring results to LCDPD Director.
8. Review of targeted deliverables, performance evaluation(s), and site visits may be taken into consideration when assessing if contract renewal is appropriate.

Fiscal

1. Review invoices prior to submission to the Lucas County Auditor for payment.

2. Invoice review may include but is not limited to, eligibility of the recipient, eligibility of the invoiced services provided to the recipient, calculation of hours, verification of rates invoiced and accurate mathematical calculations.
3. Log transactions for monthly financial reporting.
4. Recommend invoices for approval by the Department of Planning & Development Director or Designee.
5. Annually conduct on site monitoring of each subrecipient.
6. Review all relevant invoice documentation for a randomly selected service month
7. Review the financial background and business viability of the subrecipient based on items found on the subrecipient fiscal monitoring checklist
8. Note any finding and require appropriate corrective-action plan.
9. Report monitoring results to LCDPD Director.