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| **Monitoring Policy** | Policy No. | 15 |
| **Greater Nebraska Workforce Development Area**  550 South 16th Street  Lincoln, NE 68508  402.471.9878  [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov) | Effective Date | 1/9/2017 |
| Supersedes |  |
| Revision Date |  |
| Revision No. |  |
| Approval | GNWDB |

**Reference**

WIOA Section 116, 129, & 134

20 CFR 679.370

**Purpose**

This policy establishes a process for monitoring the adult, dislocated worker, and youth programs by the board.

**Background**

Under [Title 20 C.F.R § 679.370](https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf), the workforce development board mustconduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area. The board must also ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA sec. 116.

**Action**

Effective 1/9/2017, the Administrative Entity staff and Greater Nebraska Workforce Development Board must implement this policy.

**Policy**

The Greater Nebraska Workforce Development Board (GNWDB) System Coordination Committee is assigned the responsibility of program oversight for the Greater Nebraska Workforce Development area.

The Committee has the authority to monitor all recipients of Workforce Innovation and Opportunity Act funds awarded by the GNWDB. The committee may examine records (including making certified copies of such records), question employees, interview clients who are receiving assistance under the Workforce Development program, and enter any premise or site in which any part of a program or activity of a recipient is conducted or records of the recipient are kept.

At each meeting the GNWDB will review the budget status, including current obligations and expenditures, status of enrollments and most recent quarterly performance results. The service provider will also be present at each meeting to present on these items as needed and answer any questions.

The Administrative Entity will review client files on a regular basis, searching for compliance with eligibility, employment strategy implementation, and fiscal regulations. Results will be presented to the committee and GNWDB. Findings will also be shared with the service provider. Depending on the severity or frequency of the findings, corrective action may be required.

**Performance Oversight Schedule**

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| Frequency | Event | Description | Benchmarks |
| Monthly | WIOA Report | * Administrative Entity will review the monthly report data as compared to goals/benchmarks * Administrative Entity may impose corrective action for failure to meet goals | * Active caseload goals * # of Clients enrolled over two years * Exited program |
| Monthly | Quality Assurance  Review | * Administrative Entity will review 8 active files each month for quality | * Eligibility * Determination of Need * Individual Employment Plan/ Individual Service Strategy * Expenditure Documentation |
| Quarterly | Board Meeting | * Administrative Entity will report out to System Coordination Committee and Greater Nebraska Workforce Development Board | * WIOA Report and Quality Assurance Review results |

**Disclaimer**

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.