

<b>ADMINISTRATION</b>	<b>Monitoring</b>
<b>Classification:</b>	Title I Adults, Dislocated Workers, Youth
<b>Date Adopted:</b>	01/25/18
<b>Background:</b>	<p>TN Department of Labor &amp; Workforce Development Monitoring Guide  Incumbent Worker Training Grants Policy  Work-Based Training Guidance  2 CFR 200.331</p>
<b>Policy:</b>	<p>Official monitoring of all aspects of the programs/contracts associated with WIOA will be monitored at least annually by a team which includes the WIOA Fiscal Director, WIOA Fiscal Clerk, WIOA Coordinator of Employer Services, and WIOA Coordinator of Compliance and Performance. The WIOA Coordinator of Compliance and Performance performs routine (daily, weekly, monthly, quarterly) monitoring of electronic participant files in addition to the official monitoring.</p> <p>Contracts, electronic participant files, and service providers shall be monitored locally, as part of the program and fiscal monitoring process, and by the state during the WIOA Program Accountability Review (PAR).</p> <p>Monitoring of electronic participant files will ensure that required documentation, activities, and information is recorded accurately within the State's Virtual One Stop System (VOS/Jobs4TN).</p> <p><b>Monitoring OJT</b></p> <ol style="list-style-type: none"> <li>1. Onsite monitoring shall be conducted by the WIOA Coordinator of Employer Services before finalization of an OJT contract. This visit will be to verify the job, the training aspects and the ability of the company to provide training.</li> <li>2. A final monitoring will occur with each OJT participant once a valid invoice has been received indicating the successful completion of training. The AJC Career Specialist will meet with the trainee and employer to verify completion of training by collecting payroll or similar records to demonstrate met hours and completing the OJT participant interview form.</li> <li>3. Additional visits as determined appropriate may be conducted during the contract period.</li> <li>4. The WIOA Coordinator of Employer Services shall review each OJT contract to insure no deviations from the work-based training contract.</li> </ol> <p><b>Monitoring IWT</b></p> <ol style="list-style-type: none"> <li>1. Onsite monitoring will be conducted by the WIOA Coordinator of Employer Relations and the WIOA Fiscal Director. This visit will be to verify the payments made to the training provider/s, document a sample of wages paid during training, and to document completion of training.</li> <li>2. Additional visits as determined appropriate may be conducted during the contract period.</li> </ol>

3. The WIOA Coordinator of Employer Services shall review each OJT contract to insure no deviations from the work-based training contract.

**Monitoring Registered Apprenticeship**

Will be the same for OJT and ITA training participants with the addition of the following: Participants in a registered apprenticeship must be identified as such in VOS so as to provide the state with complete and accurate reporting of these activities as required and found in TEGl 19-16.

**Monitoring Customized Training**

Customized Training contracts and participant files shall be monitored locally as part of the program and fiscal monitoring process, and by the state during the WIOA Program Accountability Review (PAR).