



BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

TRIDENT

TO: Ross IES, Contractor of Operator and WIOA Programs (Adults, DWs and Youth)

FROM: Sharon Goss, Workforce Development Director

SUBJECT: Internal Monitoring Schedule

DATE: August 21, 2026

Monitoring Schedule for PY26

SC Works Trident's Workforce Innovation and Opportunity Act (WIOA) Program Year 2026 (07/01/2026 – 06/30/2027)

Monitoring will include a monthly review of a minimum of five files randomly selected from the adult, dislocated worker, and youth programs. A report of observations and or findings will be sent to management with an expected response within two weeks of receipt of the monitoring report.

Orientations will be randomly observed throughout the program year. This includes a review of the SC Works Online orientation and services.

Internal Annual Monitoring will occur in the week of February 8, 2027. This may be virtual and/or in person. Staff may be interviewed.

Additional monitoring may occur at random times. DOL and State Performance Measure will be monitored weekly and/or monthly.

The EO Self-Assessment: Completed by April 30, 2027

Accessibility Monitoring: Completed by April 30, 2027

Data Validation will be completed quarterly as outlined in State Instruction Number 20-09, which requires the Local Workforce Development Area to conduct a quarterly review of the previous quarter.

- October
- January
- April
- July

Staff will use the latest Participant Individual Record Layout (PIRL) established by DOL and provided by SCDEW. The reports will be available upon request.

Reviews and monitoring will be conducted by Kameron Alston-Collins, Performance Outcomes Coordinator, and Sharon Goss, Workforce Development Director.

Please let us know if you have any questions. We may be reached at:

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