

TRIDENT

Trident Workforce Development Board Workforce Innovation and Opportunity Act

MONITORING POLICY

TO: SC Works Trident Staff, Operator, Program Service Provider, and Partner

ISSUANCE DATE: August 10, 2021

EFFECTIVE DATE: July 1, 2021

SUPERSEDES: July 1, 2020, July 1, 2019, September 27, 2016, May 15, 2012, July 1, 2010, June 30, 2008, and October 29, 2007

SUBJECT: Monitoring Policy

PURPOSE:

The purpose of this instruction is to provide guidelines for monitoring all WIOA programs including sub-recipients (Contractors) of federal financial funding under the Workforce Innovation and Opportunity Act of 2014. The term "sub-recipient" means any person, organization, or other entity, which receives WIOA funds either directly or indirectly. The primary purpose of monitoring is to ensure compliance with Federal, State, and local guidelines and instructions. Monitoring serves as a management tool to preclude audit exceptions and to improve program administration and delivery of services.

POLICY:

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014, the administrative entity of the Trident Workforce Development Board will conduct financial and programmatic monitoring of all WIOA programs and contracts issued by the board to ensure compliance with the Act, federal regulations, and, state and local policies.

PROCEDURES:

A monitoring team has been established by the Executive Director of Berkeley Charleston Dorchester Council of Governments. This team will review the financial and programmatic activities of the SC Works Trident Operator and WIOA Service provider of the programs.

The Monitoring Team will conduct programmatic and financial monitoring of all WIOA programs at least annually. Please see the monitoring schedule for dates and times.

Monitoring will Cover (not limited to):

- Informational/orientation sessions both in-person and online
- Compliance with the Statement of Work (SOW) of all programs
- Ad Hoc Reports
- Financial invoices

The monitoring schedule will be distributed to the Operator and Programmatic Staff.

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

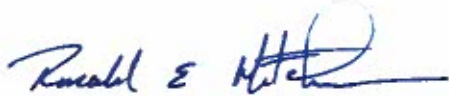
- October
- January
- April
- July

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

Monitoring is conducted to identify potential risks and liabilities, minimize possible violations of the Act, and determine technical assistance needed. Therefore, monitoring reports will be generated and given to SC Works Trident Contractor outlining any findings or observations.

The monitoring reports are shared with the contractor, BCDCOG, and SC Department of Employment and Workforce (SCDEW).

The administrative entity reserves the right to conduct additional, scheduled, and non-scheduled monitoring visits when deemed necessary.



Ronald E. Mitchum, Executive Director
BCDCOG

August 10, 2021
Date