

Workforce Development Board
Administrative Policy #3

- Subject: Monitoring contracts to ensure compliance
- Policy: Monitoring and oversight will occur as outlined above
- Purpose: The Workforce Development Board will conduct monitoring and oversight of procured CCMEP services in accordance with WIOA. Monitoring and oversight activities will be conducted by WDB staff with outcomes reported to the WDB.
- Procedure:
1. CCMEP procured services will be monitored onsite at least once during the program year for provision of the act, regulations, and State and local policies;
 2. Each entity reviewed will receive a letter explaining the outcome of the monitoring within 30 days of the review;
 3. A corrective action plan, including a completion date, citing findings and observations will be issued if merited.
 4. WDB staff/operator staff will provide technical assistance, as appropriate, to resolve any findings or observations;
 5. Completed corrective action plans and follow up reports will be reviewed by the WDB Director.
 6. The WDB Director, in consultation with program management staff, effects final action as regarding the content of follow up reports.
- Distribution: Board staff
CCMEP staff