



### **Policy Letter #7**

**TO:** All Staff  
**FROM:** Mid-Carolina Workforce Development Staff  
**SUBJECT:** Monitoring Policy

### **BACKGROUND**

The Mid-Carolina Workforce Development Board provides oversight and accountability of the Workforce Innovation and Opportunity Act (WIOA) funded activities for Cumberland, Harnett, Montgomery, Moore, and Sampson County. This Monitoring Policy outlines the procedures for reviewing Workforce Innovation and Opportunity Act (WIOA) funded activities, identifying monitoring trends, recommending best practices and process improvement strategies, and initiating actions to achieve negotiated programs goals. The responsibility for monitoring will be that of the Mid-Carolina Workforce Fiscal and Compliance Monitors, with oversight from the Director.

The Board's monitoring system will:

- Provide for annual on-site monitoring reviews of each WDB to ensure compliance with 2 CFR § 200, as required by WIOA Section 184(a)(3);
- Ensure that established policies to achieve program quality and outcomes meet the objectives of WIOA and WIOA regulations;
- Determine if sub-recipients have demonstrated substantial compliance with WIOA requirements;
- Determine compliance with a Local Plan and make acceptable progress in addressing deficiencies as required in WIOA section 108(e)(1);
- Ensure compliance with the nondiscrimination, disability, and equal opportunity requirements of WIOA Section 188, including the Assistive Technology Act of 1998 (29 U.S.C. 3003); and
- Monitor the activities of the subrecipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal Statutes, regulations, and the terms and conditions; and that sub-recipients performance goals are achieved.

### **POLICY**

Monitoring examines compliance with regulations, policies, and guidance and affords Compliance Monitors an opportunity to learn about innovative approaches and best practices being used to achieve strategic priorities. It involves partnership across program delivery levels and agencies and benefits from established relationships based on trust and understanding which support early identification and resolution of issues.

Information gathered during monitoring informs continuous improvement of operations and quality of service, promotes effective service delivery approaches, addresses system deficiencies, and, ultimately, results in customer satisfaction and attainment of performance obligations.

### **ACTION**

The Compliance Monitors will monitor the subrecipient's activities-to-date in three major review areas:

1. Administrative and Financial Management. This review area includes, but is not limited to, an evaluation of administrative and financial policies and practices, and subrecipient monitoring and oversight according to applicable federal and state legislation, regulations, policies, and guidance,

and OMB Circulars and Uniform Guidance. The Compliance staff may conduct this evaluation via document review and sample selection.

2. Fiscal monitoring is conducted to ensure an adequate system of financial record keeping, documentation of problems, and recommendations for corrective action. This section of a monitoring may include, but is not limited to, the following:
  - Review of invoices
  - Review of Work-Based Learning activities to ensure compliance with contract/agreement hours and budgeted amounts.
  - Financial and Administrative Systems
  - Accounting and Fiscal Management
  - Budget
  - Payments and Disbursements
  - Internal Controls
  - Financial Reporting
3. Programmatic Monitoring may include, but is not limited to, review of:
  - Eligibility determination and verification, to include proper funding and program determination.
  - All documents and agreements are properly signed and dated by all applicable parties and uploaded (scanned/labeled) timely and appropriately in NCWorks. (Mid-Carolina Workforce Development Board defines timeliness as 14 days from the date of the action.)
  - Proper redaction of all documents uploaded (scanned) in NCWorks Online.
  - The Objective Assessment (OA), Individual Employment Plan (IEP) / Individual Service Strategy (ISS), and the WIOA application are completed, signed, scanned appropriately in NC Works to include the EEO section. When documents are electrically signed, they are not required to be uploaded.
  - Applicable services, related case notes, verification documents, self-attestations, and service codes are compliant within NCWorks Online.
  - Contract compliance – review of contracts (e.g. Work Experience (WEX), On- the-Job Training (OJT), Incumbent Worker Training (IWT), National Dislocated Worker Programs, and all Special Grants).
  - All timesheets, attendance records and mileage reimbursement, ITA and supportive services vouchers, etc., including supporting applicable documentation are correctly completed, calculated, signed, dated, and scanned timely in NCWorks Online, with applicable case notes.
  - Worksite Review of all Work Based Learning (OJT – WEX – IWT) worksites
  - Measurable Skills Gains, Credential Attainments, and Follow-ups are documented appropriately in NCWorks Online.
  - Compliance with all Local, Federal, and State Guidance.

Monitoring will include developing and revising monitoring guides and instruments, maintaining contact with state monitoring personnel, reviewing state and federal monitoring policies and procedures, conducting monitoring visits, conducting follow-up visits due to non-compliance with WIOA regulations, and providing technical assistance to Subrecipient Staff. Mid-Carolina Workforce Staff will provide a report that includes findings, areas of concern, and recommendations with a deadline for response and any applicable corrective measures.

### **Monitoring Reviews**

Random selection of WIOA participant records will be selected and used to review compliance with Local, State, and Federal Guidance. The review may include a small percentage of records which will be conducted

on a monthly basis. This will include a review of the requirements under the Workforce Innovation and Opportunity Act (WIOA) guidelines and may include, in part or whole, a review of all pertinent files, contracts, reports, records, etc.

Compliance Monitors may use remote technology to conduct monitoring elements like file reviews, performance measure reviews, and data evaluations. Onsite reviews may be conducted at the local NCWorks Career Centers. Onsite visits may include Career Center walk throughs, interviews, and observations.

### **One-Stop Operator**

Training and Employment Guidance Letter (TEGL) No. 16-16 states that through the American Job Center, the One-Stop Operator carries out the activities described below:

- Facilitates integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center;
- Develops and implements operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings; and
- Organizes and integrates American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having American Job Center staff who perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams).

Mid-Carolina WDB will provide oversight and monitoring of federal financial assistance awarded under Title I of the Workforce Innovation and Opportunity Act (WIOA). At a minimum, subrecipients serving as One-Stop Operators will be monitored at least once per year. The Compliance Monitors will have a written monitoring tool and procedures it uses to monitor all elements of the One-Stop Operator contract against the established performance objectives.

The WDB should ensure that the One-Stop Operator is in:

1. Compliance with the provisions of WIOA and the WIOA regulations and other applicable laws and regulations;
2. Compliance with 2 CFR Part §200; and
3. Compliance with the nondiscrimination, disability, and equal opportunity requirements of Section 188 of WIOA, including the Assistive Technology Act of 1998 (29 U.S.C. 3003).

### **Service Provider Response**

The Service Provider will receive a report that includes findings, areas of concerns, and recommendations with a deadline for response and any applicable corrective measures. The timeframe for response and applicable corrections up to thirty (30) working days from receipt of the monitoring summary. Any concerns/trends will be used to identify areas for improvement related to training and technical assistance.

### **Non-Compliant Actions**

The Compliance Monitor will notify the Mid-Carolina Workforce Director and all involved parties within fifteen (15) working days after the required response due date of any non-compliant action with regard to corrective measures.

### **REFERENCES**

CPS 06-2022 Change 1: WIOA Monitoring – Oversight of Local Areas (WDBs)  
CPS 06-2022 Change 1: Attachment 1 – Local Area Workforce Development Board Remote  
CPS 06-2022 Change 1: Attachment 2 – Oversight and Monitoring of the One-Stop Operator

**ATTACHEMENT**

Attachment A: Monitoring Schedule



**CREATION DATE**

July 2022

**REVISION DATE**

December 2024

June 2025

	<b>NCWorks Commission</b>
	<b>NCWorks Commission Policy Statement Number: CPS 06-2022, Change 1</b>
	<b>Date: November 13, 2023</b>
	<b>Subject: Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of Local Area Workforce Development Boards (WDBs)</b>
	<b>From:</b> <div style="text-align: center;">   <hr style="width: 40%; margin: 0 auto;"/> <b>Tom B. Rabon, Jr.</b>  <b>Chair, NCWorks Commission</b> </div>

**Purpose:**

The purpose of this policy is to issue guidance regarding state and local level fiscal and programmatic monitoring requirements under the WIOA; primarily Title I Adult, Dislocated Worker, and Youth funds.

This Commission Policy Statement rescinds CPS 06-2022. The change updates the procedures for the exit conference and establishes a preliminary response period where questions or issues can be addressed after the exit conference and updates the possible extended timeframe for the issuing of monitoring reports based on the preliminary response period.

This Commission Policy Statement and the procedures herein supersede all previous policies, procedures, and guidelines regarding the WIOA Monitoring/Oversight of the Local Area Workforce Development Boards (WDBs).

**Background:**

The State monitoring system must:

- Provide for annual on-site monitoring reviews of each WDB to ensure compliance with 2 CFR § 200, as required by WIOA Section 184(a)(3);
- Ensure that established policies to achieve program quality and outcomes meet the objectives of WIOA and WIOA regulations;
- Enable the Governor to determine if sub-recipients have demonstrated substantial compliance with WIOA requirements;
- Enable the Governor to determine whether a local Plan will be disapproved for failure to make acceptable progress in addressing deficiencies as required in WIOA section 108(e)(1);

- Enable the Governor to ensure compliance with the nondiscrimination, disability, and equal opportunity requirements of WIOA Section 188, including the Assistive Technology Act of 1998 (29 U.S.C. 3003); and
- Monitor the activities of the sub-recipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal Statutes, regulations, and the terms and conditions of the subaward; and that sub-award performance goals are achieved.

**Action:** Periodic monitoring of WDB subrecipients is not only a regulatory requirement ensuring the staff of subrecipients are informed about program policy and regulations, but it is also a tool that can be used to support the subrecipients with technical assistance as necessary. Information on the specific monitoring topics and the frequency with which monitoring must be completed is detailed in Attachment 1: Local Area Workforce Development Board Remote and/or Onsite Monitoring and Frequency Guide.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Program Monitor

**Attachments:**

1. Local Area Workforce Development Board Remote and/or Onsite Monitoring and Frequency Guide
2. Oversight and Monitoring of the One-Stop Operator

## **OVERSIGHT AND MONITORING OF THE ONE-STOP OPERATOR**

Training and Employment Guidance Letter (TEGL) No. 16-16 states that through the American Job Center, the One-Stop Operator carries out the activities described below:

- Facilitates integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center;
- Develops and implements operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings; and
- Organizes and integrates American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having American Job Center staff who perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams).

Workforce Development Boards (WDBs) are tasked with providing oversight and monitoring of federal financial assistance awarded under Title I of the Workforce Innovation and Opportunity Act (WIOA). At a minimum, subrecipients serving as One-Stop Operators should be monitored at least once per year. Each WDB must have a written monitoring tool and procedures it uses to monitor all elements of the One-Stop Operator contract against the established performance objectives.

The WDB should ensure that the One-Stop Operator is in:

1. Compliance with the provisions of WIOA and the WIOA regulations and other applicable laws and regulations;
2. Compliance with 2 CFR Part §200; and
3. Compliance with the nondiscrimination, disability, and equal opportunity requirements of Section 188 of WIOA, including the Assistive Technology Act of 1998 (29 U.S.C. 3003).

## **LOCAL AREA WORKFORCE DEVELOPMENT BOARD**

### **REMOTE AND/OR ONSITE MONITORING AND FREQUENCY GUIDE**

The Workforce Innovation and Opportunity Act (WIOA) promotes service integration and coordination of services among and between required and additional partner programs. The State Workforce Agency, NC Department of Commerce - Division of Workforce Solutions (DWS), acts on behalf of the Governor to administer and oversee the implementation of WIOA. As such, DWS is responsible for both fiscal and programmatic oversight of WIOA Title I, Subtitles A and B, and Title III programs.

Monitoring examines compliance with regulations, policies, and guidance and affords reviewers an opportunity to learn about innovative approaches and best practices being used to achieve strategic priorities. It involves partnership across program delivery levels and agencies and benefits from established relationships based on trust and understanding which support early identification and resolution of issues.

In conclusion, information gathered during monitoring informs continuous improvement of operations and quality of service, promotes effective service delivery approaches, addresses system deficiencies, and, ultimately, results in customer satisfaction and attainment of performance obligations.

#### **Auditing vs. Monitoring**

2 CFR § 200.501 requires that any non-federal entity that expends \$750,000 or more of Federal funds during a fiscal year must have a single or program-specific audit conducted for that year. Audits follow precise procedures and occur after the end of a fiscal period and often after the grant closeout. Audit reports should be submitted to the financial monitor no later than nine months after the period being audited.

Unlike audits, monitoring is current and preventative and focuses on a review of activities and transactions occurring during the period of performance. One intent of monitoring is to identify issues and address them immediately. With effective and timely resolution, issues identified through monitoring can be addressed before they become audit findings. Program monitoring does not require following the exact procedure every time it is conducted. Monitoring targets may change from year to year allowing reviewers to focus on specific issues or trends identified during desk reviews or risk assessments.

#### **Programs Subject to Monitoring**

All federally funded workforce programs are subject to monitoring. Federal law requires states to monitor programs for compliance and quality.

This Commission Policy Statement (CPS) provides specific guidance for monitoring of the following:

WIOA Title I, Subtitle B – Local Board Governance

WIOA Title I, Subtitle B – Adult Program



WIOA Title I, Subtitle B – Dislocated Worker Program  
WIOA Title I, Subtitle B – Youth Program

**On Site or Virtual Monitoring**

Monitors will conduct two kinds of monitoring reviews of each Local Area Workforce Development Board (WDB) annually which includes a fiscal review and a programmatic review. The purpose of these reviews is to identify the strengths and weaknesses of WDB implementation of the WIOA. The main mechanisms by which monitors will collect information include data sampling and validation; case file reviews; formal requests for information and documentation; and invoice testing. Other mechanisms by which to gather information may be utilized by the monitors.

**Scope**

The DWS will monitor the WDB's WIOA Program Year activities-to-date in three major subject areas (Review Areas):

1. Administrative and Financial Management. This review area includes, but is not limited to, an evaluation of the WDB and subcommittees, the NCWorks system, administrative and financial policies and practices, and subrecipient monitoring and oversight according to applicable federal and state legislation, regulations, policies, and guidance, and OMB Circulars and Uniform Guidance. The DWS staff may conduct this evaluation via document review and sample selection.
2. Workforce Development Programs. This review area includes, but is not limited to, an evaluation of the WDB's programs and services to eligible participants pursuant to WIOA requirements and related federal and state legislation, regulations, policies, guidance, OMB Circulars, and Uniform Guidance. The DWS staff may utilize random electronic sampling to examine Adult, Dislocated Worker, and Youth participant files for proper maintenance and content, inclusion of pertinent forms and data, appropriate and adequate case notes to ensure continuity from time of application through completion of services, as well as verification that all relevant data has been entered into the case management system.
3. Performance. This review area includes, but is not limited to, an examination regarding how the WDB has performed against applicable performance requirements.

**Monitoring Tools (Questionnaires and Checklists)**

Questionnaires are used to elicit information from WDB staff. The questions focus on specific program elements and may include citations of regulations and guidance pertaining to the program element being reviewed. The monitors will also use, but are not limited to, the Oversight Guide, Participant Checklist, and other working papers as deemed necessary.

## **Documenting Findings, Observations, and Technical Assistance**

A finding is any violation of law, regulation, formal guidance, award agreement condition, or policy and requires immediate corrective action, including the WIOA and ensuing appropriations bills;

- Programmatic, administrative, and financial regulations identified in
  - The WIOA Final Rule 20 CFR §§ 651 through 688; and
  - The Uniform Guidance 2 CFR § 200 and 2 CFR § 2900; and
- Violation of any formal guidance issued by the United States Department of Labor (USDOL), including:
  - TEGs -Training and Employment Guidance Letters;
  - TENs -Training Employment Notices;
  - The USDOL Core Monitoring Guide;
- Violation of any stipulation in the award agreement between the DWS and Local Areas;
- Violation of any stipulation in the award agreement between Local Areas and subrecipient;
- Violation of any State WIOA policy (*issued by either the NCWorks Commission or DWS on behalf of the Governor*);
- Violation of any WDB policy issued for the local area; and
- Applicable subrecipient policies.

When a Finding is identified, the DWS report must cite the specific law, regulation, contract condition, guidance letter, or policy being violated and must identify the specific action required to resolve the finding. Monitoring reports that identify findings require a formal response explaining the required actions that will be taken and the date by which the finding will be resolved.

An Observation is a potential violation of law, regulation, guidance, or policy and can result from questionable business practices such as unawareness of, or failure to abide by, established internal fiscal controls or procedures. An observation does not require a formal response; however, when identifying an observation, the monitor must fully explain the concern and provide suggested action steps or offer technical assistance that will permit the grantee to adequately address the concern.

Technical Assistance comments are used to identify areas needing improvement in administrative or management practices unrelated to compliance, but if corrected, could improve efficiency or effectiveness. Technical Assistance comments are not findings and the WDB is not required to provide any response to technical assistance comments.

## **Exit Conference**

An Exit Conference occurs after the monitoring review is completed. During the exit conference, monitors summarize what they have ascertained from the monitoring exercise. Innovations and best practices are noted, and information is shared about issues that may result in formal findings and/or observations. As further review, analysis, and discussion with staff and management may be necessary, it will not be possible to convey every finding and observation during the exit conference; as such, the Exit Conference is considered preliminary. Issues that are addressed during the exit conference should not be taken as an all-inclusive list: however, the monitors will make an effort to ensure all major findings are brought to the attention of management prior to the issuance of the report.

The DWS will be adapting the process that USDOL uses for the DWS oversight visits. The monitors will present possible findings and or observations and will not respond to any significant questions during the Exit Conference. There will be a preliminary response period after the Exit Conference for the local area to engage the monitors regarding any issues identified during the exit conference. The preliminary response period is the opportunity for the local area to ask questions and to produce additional information or documentation that might clear up a possible finding or observation.

The local area is strongly encouraged to take advantage of the preliminary response period by sending an email to the monitors after the Exit Conference. A meeting will be arranged with the Accountability Manager and the monitors to address questions or issues that cannot be clarified via email.

## **Monitoring Report**

Within 45 days after the Exit Conference DWS will issue a monitoring report and send it along with a cover letter, to the Chief Local Elected Official. Copies of reports will be distributed to the Fiscal Agent's Director, the WDB Director, and the WDB Chair. It is important to note that the preliminary response period after the Exit Conference can extend the timeframe for the issuing of the monitoring report.

## **Local Area Response/Corrective Action Plans (CAP)**

In response to a finding, the subrecipient must provide DWS with a CAP within 30 days and provide sufficient documentation to resolve the finding. If a WDB needs more time to draft a response, the WDB Director must send an extension request to the monitor as soon as possible, explaining the reason for the requested extension and the anticipated revised response date. Extension requests will be reviewed on a case-by-case basis.

When resolving questioned costs, a cost that is questioned by an auditor, Federal Project Officer, Grant Officer, or other authorized Awarding agency representative because of an audit or monitoring finding, it is important to take prompt action. If the costs were lacking supporting documentation, the issue can be resolved if the appropriate documents are provided. If that is not

possible, or if the costs were incurred in violation of requirements, cost principles, or grant terms, then another funding source must be substituted, and any costs paid must be returned to the DWS.

The monitor will review all corrective action plans submitted and evaluate the content of the plan to determine if it is sufficient to reasonably result in a resolution of the finding. If the CAP or documentation is unacceptable or insufficient, DWS must explain why and identify what additional actions are needed for a resolution. A written statement will be issued within ten (10) working days acknowledging receipt, approving a plan to resolve findings, or requiring additional action. The local area may request a meeting to discuss any corrective action plan that is not accepted for resolution.

### **Frequency and Time Schedule**

Reviews are conducted on a quarterly basis while monitoring onsite visits are conducted at least once annually. The possibility of altered frequency is at the discretion of the DWS. The following is the program review schedule:

<b><u>Review</u></b>	<b><u>Frequency</u></b>
<i>Desk Reviews</i>	<i>Quarterly</i>
<i>WIOA Adult</i>	<i>Annually</i>
<i>WIOA Dislocated Worker</i>	<i>Annually</i>
<i>WIOA Youth</i>	<i>Annually</i>

The following is the fiscal review schedule:

<b><u>Review</u></b>	<b><u>Frequency</u></b>
<i>Desk Reviews – Financial Reports</i>	<i>Quarterly</i>
<i>Financial Management/Cost Allocation</i>	<i>Annually</i>
<i>Subrecipient Monitoring</i>	<i>Annually</i>
<i>Procurement</i>	<i>Annually</i>
<i>Property Management</i>	<i>Biennially</i>

It is important to note that in the event the Program and Fiscal monitoring are conducted separately, there is ongoing communication between the Program and Fiscal Monitors regarding the WDB status and results of monitoring reviews.

The following outlines the schedule for various phases in the monitoring process:

<b><u>Notification:</u></b>	Notification of the impending monitoring onsite review, activities and material request will be sent (10 days prior, whenever possible).
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<b><u>Monitor Report:</u></b>	An Oversight Summary Report/Monitor Report will be issued within 45 days of the completion of the Exit Conference (unless the local area's input <u>during the</u> preliminary response period extends the issuing of the report).
<b><u>Local Area Response / CAP:</u></b>	Submission of a Corrective Action Plan will be required within 30 days of receiving a Monitoring Report. This plan must be submitted in writing from the Subrecipient or named entity to the DWS.
<b><u>Initial Determination Letter:</u></b>	The DWS will issue an initial determination for findings with questioned costs. The WDB has 30 days to respond and provide supporting documentation.
<b><u>Final Determination Letter:</u></b>	The DWS will issue a final determination within 30 days after reviewing the local area responses and supporting documentation.
<b><u>Appeals:</u></b>	The Subrecipient has 30 days to file an appeal of a final decision.

### **Technical Assistance**

The DWS staff is committed to providing Technical Assistance (TA) to WIOA programs at the local level. The goals of TA include helping WDBs achieve positive performance outcomes, maintain data integrity, and help identify potential fiscal and programmatic system vulnerabilities. TA is ongoing and can be provided remotely or onsite. More in-depth TA is available upon request and can include video conferences, training on a variety of platforms, and onsite visits.

The DWS will provide at least one TA training yearly during the first quarter of the program year. This training will discuss common findings and observations from the previous program year.

### **Dispute Resolution**

A monitoring or audit report containing expenditures recommended for disallowance, questioned expenditures, or significant administrative findings will initiate a resolution process. An initial determination letter will be sent to the WDB Director. The subrecipient will have 30 days to respond and provide additional documentation or explanation. The burden of proof in providing sufficient information or documentation to explain costs recommended for disallowance or questioned costs rests with the subrecipient.

Upon receipt of the local area response, the DWS will review the response and all supporting documentation. If all or part of the initial determination is upheld, the DWS will issue a final determination within 30 days. The resolution process will be completed when all questioned costs have been allowed, all administrative findings resolved, or when a final debt is created.

If a subrecipient chooses to dispute the decision rendered in the final determination, federal regulations allow the subrecipient to request a hearing to contest the DWS determination. The hearing is held before a hearing officer designated by the North Carolina Department of

Commerce. A written request for a hearing must be sent to the DWS within thirty (30) days of the date of the final determination letter.

### **Local Area Monitoring**

The subrecipients of the DWS have the same responsibilities for oversight and administration of their subrecipients. Subrecipients must monitor all service providers and subrecipients on-site, at least annually, or once during each contract term (for contracts lasting less than one year), for financial and programmatic compliance. The subrecipient must ensure that the use, management, and investment of funds for workforce development activities maximize performance outcomes under WIOA Section 116. Each WDB must develop and implement a Local Monitoring Policy addressing their subrecipient oversight and monitoring process and how the WDB will be engaged in local monitoring and oversight activities.



### Monitoring Schedule

Area of Review	Basis
One-Stop Career Center Onsite Visits & Reporting	Monthly
Equal Opportunity/American Disabilities Act Compliance Monitoring	Monthly
ARPA File Review & Reporting	Monthly
WIOA Title I Desk Reviews	Monthly
WIOA + Title I File Reviews & Reporting	Quarterly
WIOA Title III (Wagner-Peyser) Review & Reporting	Quarterly
WIOA Program Performance Review & Reporting	Quarterly
ARPA Program Performance Review & Reporting	Quarterly
Service Provider Performance Review & Reporting	Quarterly

