

SOUTHWEST CORNER WORKFORCE INVESTMENT AREA
PROGRAM OVERSIGHT and MONITORING PROCEDURES
for
YOUTH PROGRAMS

Introduction:

The Southwest Corner Workforce Investment Area Oversight Coordinator/ Monitor will be responsible for monitoring the Youth Programs as administered by Southwest Training Services, Inc. and Job Training for Beaver County, Inc. Additionally, due to the shortness of many of the Youth Programs, the Operators will monitor and report to the Oversight Coordinator. These reports will be at the *Mid Point and End* for the Summer Component and *Quarterly* (Sept., Dec., March, and June) for other Youth Programs **unless** there is a problem, finding, or recommendation that needs immediate attention. Forms for reporting and monitoring, will follow this Monitoring Procedures Manual.

Year Round Youth Programs will be monitored along with the Service Providers and Contractors. (Service Provider Questionnaire includes In School and Out of School Youth)

1. PREPARATION:

- A. Compile a Summer Procedures Packet for the Monitors.
 - (1). Inform of start and end dates, site reviews, etc.
 - (2). Review Procedures, Guidelines, Labor Laws, etc.

2. WORKSITE REVIEW PROCEDURES:

- A. Preparation before visit by Summer Monitors:
 - (1). Make an appointment with Site Supervisor or Contact Person and get directions to the Site.
 - (2). Ask the Site Manager if there are any problems with the site or any participant.
 - (3). Monitors will travel to the sites alone. Managers are not to accompany Monitors to the Site, nor will they be at the Site during the Review.

B. Worksite Visit:

(1). Complete the Worksite Review Checklist.

(2). Interview Participants:

- One (1) to five (5) participants interview individually.
- Six (6) or more participants may be interviewed in groups of three (3).

(3). Interview Supervisor and inform him/her of any findings and recommended corrective action, where applicable.

3. **REPORTING:**

A. Monitoring Forms will be sent to the WGCJTA, Inc. Oversight Coordinator at the mid point and end of the Summer Program and quarterly (Sept., Dec., March, and June) for other Youth Program.

B. If there is a problem at any Site, the Monitor will inform the Youth Coordinator as appropriate.

C. Completed Finding and Recommendation Forms will be submitted to the WGCJTA, Inc. Oversight Coordinator. Three (3) copies will be submitted to be distributed as follows:

- Original to Oversight Coordinator
- Copy to Sub Contractor President
- Copy to Youth Coordinator

D. The Sub Contractor *must respond in writing* to the Oversight Coordinator on corrective action taken within five (5) days of the site visit.

E. The Monitor will conduct a Follow Up visit within five (5) days of the response, to ensure corrective action was taken.

4. **CREWS-YOUTH SUMMER COMPONENT:**

A. Each Crew will be monitored at least once by the Summer Monitors or Oversight Coordinator.

1. The same worksite procedures will be used with the following additions:

- Page three of the Supervisor's Questionnaire will be added (Crew Leader is Worksite Supervisor).
- Page two of the Participant Questionnaire will be used for Youth Corps participants only.

B. Reporting to the WGCJTA, Inc. Oversight Coordinator/Monitor will follow aforementioned procedures.

5. **REMEDICATION and ACADEMIC ENRICHMENT:**

- A. The Contractor for Remediation and/or Educational Programs will be monitored once during the Program unless there is a problem.
- B. Remedial Instructor and Participant Questionnaires will be used.
- C. During On-site Review, the following will be monitored:
 - Site Agreement
 - Time & Attendance
 - Required postings
- D. Monitors will use the Academic Enrichment Questionnaire to ensure:
 - How skill based instruction in reading and math is combined with the thinking, reasoning, and decision-making process
 - An individualized curriculum
 - Modern learning technology
 - Not less than ninety (90) hours of instruction
 - Pre and Post Testing
 - Other instruction (Science, citizenship)

6. **WIA ELEMENTS:**

The ten (10) Elements of WIA should be incorporated into each Youth Participant service:

1. Preparation for postsecondary educational opportunities or unsubsidized employment (as appropriate).
2. Strong linkage between academic and occupational training.
3. Effective connections to intermediaries with strong links to the job market and employers.
4. Tutoring, study skills training and instruction leading to completion of secondary school.
5. Inclusion of dropout prevention, alternative school services, and adult mentoring.
6. Paid and unpaid work experiences.
7. Internships, Job Shadowing, Occupational Skills Training, and Leadership development opportunities.
8. Supportive Services
9. Follow-up services for *not less than* twelve (12) months as appropriate.
10. Comprehensive guidance and counseling.

7. PARTICIPANT FILES CHECKLIST:

Participant files will be monitored for the following elements:

1. WIA Application
2. Eligibility Verification
3. Proof of barrier
4. Proof of Address
5. Proof of income/6 months

6. Work Permit (if applicable)
7. I-9 Form (if applicable)
8. W-4 (if applicable)
9. Identification Required - Re: Social Security Card, Birth Certificate, State Issued I.D., DRW Verification, or School Verification
10. Emergency Information
11. Social Security Card

12. Authorization to Release Information
13. Individual Service Strategy
14. Pre and Post Test Scores

- Prior to enrollment (WIA Section 189(h))
15. Selective Service Registration (males over 18)
16. Status Information Letter (SIL) (males 26 & over) (TEGL 8-98, Selective Service Regulations)

17. Post employment follow-up (20CFR 664.410)