

WIA YOUTH MONITORING MATERIALS PACKET

Before leaving for a WIA Youth monitoring visit, ensure your monitoring packet contains the following items:

- A photocopy of the WIA Youth contract and modification, if any, for the service provider you will be visiting.**
- WIA Youth Checklist**
- WIA Youth Participant File Checklist**
- WIA Youth Participant Element Checklist**
- Time Card/Payroll Sheet Checklist**
- WIA Youth Participant Questionnaire**
- WIA Work Site Supervisor Questionnaire**

The following items are not part of the monitoring packet, but should also be picked up and taken with you:

- WIA Youth Ten Program Elements**
- WIA Participant Client Forms Packet**
- Individual Service Strategy-Youth**
- Photocopies of any claims for reimbursements received from the service provider by the JESD Fiscal Unit as of the date of your visit.**
- Copy of the LWIA approved Cost Allocation Plan (CAP) for the service provider.**

