

WIA Youth Checklist

CONTRACTOR: _____ DATE (S): _____

JESD ANALYST: _____

PROGRAM MANAGEMENT

This part of the monitoring covers the overall management that includes the organizational structure, staffing, facilities and equipment, tracking and reporting participant outcomes, and internal policies and guidelines to ensure delivery of an effective program.

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| • Written policy/procedural guidelines exist and are being followed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Management Information System was adequate for tracking enrollments, attendance, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Formalized Agreements were on file for all linking agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Staff size is appropriate for the number of youth receiving training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Facilities, space, equipment, course materials, etc. are adequate for the applicable program(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • General Liability (at least \$1,000,000) and Workers Compensation Insurance policies are current. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • County is named as an additional insured. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PROGRAM DELIVERY OF SERVICES

This part of the monitoring covers whether the contractor meets the intent of the Act and is in compliance with the Contract and other standards required by the LWIA.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • Participants are given a Pre/Post Assessment Test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants are given a program orientation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants are enrolled in element they are attending. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work Sites visited were with public or private non-profit agencies listed in the contract. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work performed by participants was within Child Labor restrictions by age. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Hours worked by participants were within Child Labor daily/weekly limit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants and supervisors used attendance sign-in/out sheets properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants are making satisfactory progress in the elements they are enrolled in. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Class attendance is kept and attendance problems are reported to the case manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Monitor interviewed <u>at least 20%</u> of LWIA youth. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants have been briefed on complaint/grievance procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participants have received all supportive services listed in the ISS. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

County of San Bernardino
Jobs and Employment Services Department (JESD)

COMPLIANCE WITH LAWS AND REGULATIONS

This part of the monitoring ensures compliance with laws and regulations.

- Equal Employment Opportunity/Job Seeker notices are prominently posted.
- Facilities comply with the Americans with Disabilities Act (ADA) of 1990.
- Training environment is free from observed health and safety hazards.

PARTICIPANT RECORDS

This area determines if all records, reports, and documents are complete, consistent, and available for review and meet the requirements regarding retention of records.

- Monitor reviewed at least 20% of LWIA participants' files.
- Files contain required documentation in accordance with contract.
- Files are adequately maintained and secured.
- All records are retained a minimum of three (3) years.

FISCAL REVIEW

This part of the monitoring ensures fiscal integrity, verifies funds are being used properly, reviews supporting documents, and ensures fiscal records are properly maintained.

- Written fiscal policy and procedural guidelines exist and are being followed.
- Claims for Reimbursement are submitted no later than (10) calendar days following the month of service.
- Claims for Reimbursement are supported by back-up documentation.
- Monitor verified at least 20% of participants' time cards against payroll runs for agreement
- Expenses were allowable, reasonable, and properly allocated to WIA Youth (ref. CAP)

Positive items

County of San Bernardino
Jobs and Employment Services Department (JESD)

Findings/Suggestions

**COUNTY OF SAN BERNARDINO
JOBS & EMPLOYMENT SERVICES DEPARTMENT
VIA YOUTH DOCUMENTS SUBJECT TO
COMPLIANCE REVIEW**

I. PROGRAM DOCUMENTS

1. Written Policies And Procedures
2. Organizational Chart Showing Names And Job Classifications Of Current Staff
3. Staff/Instructor Qualifications
4. Current Business Licenses and/or Permits
5. Orientation Materials, Including Policy Statement On Conditions For Dismissal From Program
6. Formalized Agreements
7. Complaint And Grievance Policy And Procedure
8. Provider Assessment Material
9. Classroom Training Curriculum And Instructional Materials
10. Testing and/or Skill Attainment Documentation
11. Attendee List (Past And Current) With Programs Outcome(s)
12. Participant Records
13. Youth Achievement Portfolios

II. FISCAL DOCUMENTS (As Applicable)

1. Claims for Reimbursement(s) along with Line Item Budgets
2. Documentation In Support Of Claims for Reimbursement(s)
3. Written Financial And Accounting Procedures
4. Workers' Compensation Insurance Policy
5. Liability Insurance Policy
6. Participant Time Cards

JOBS AND EMPLOYMENT SERVICES DEPARTMENT WIA YOUTH PARTICIPANT FILE CHECKLIST

PROVIDER: _____

MONITOR: _____

CYCLE: _____

DATE: _____

Participant Name Social Security #	Eligibility & Enrollment Documents											Training Documents							Completion & Follow-Up Documents								
	Pre-Application	WIA EWIR App Form	Selective Service Reg.	Social Security Card	Picture Identification	Birth Verif. or Alien Reg. #	Income	5% Window	Residency	EEO	Grievance Proc.	WIA EWIE Enrollment/Reg.	Acct./Inj. Waiver	Objective Assessment	Individual Service Strategy	(I-9) Work Permit	Participant & WS Evaluation	Supportive Services	Case Notes	WIA EWIG Goals Form	Post-Assessment	WIA EWIT Exit Form	Verif. of Employment	Verif. of Degree Attained	WIA EWIF Follow-Up Form	Follow-Up Services	