

Date: October 20, 1999

To: California Monitors Network Members

From: Stella Lai, Partner, Simpson and Simpson CPAs
(Contracted Monitor for the San Diego Workforce Partnership)

Subject: WIA Programmatic Monitoring Tool

Attached is a draft copy of the WIA Programmatic Monitoring Tool that we are developing for the San Diego Workforce Partnership.

If you have any questions or comments regarding the tool or would like to discuss ways that my firm could be of assistance to your organization, please do not hesitate to contact me at (213) 736-6664 or slai@simpsonandsimpsoncpas.com.



SECTION I: WIA REQUIREMENTS (ALL PROGRAMS)

C. OTHER ADMINISTRATIVE REQUIREMENTS (Continued)

- For employment generating activities, economic development activities, and similar activities, unless they are directly related to training for eligible individuals
[Sec.667.262(a)]
(Note: employer outreach and job development activities are directly related to training)

- To encourage or induce the relocation of a business if such relocation results in any employee losing his or her job at the original location
[Sec.667.268(a)(1)]

- To provide services (assessment and training of participants/employees) until the relocated company has operated for 120 days in the new location, if the relocation has resulted in loss.....
[Sec.667.268(a)(2)]

- For foreign travel.....
[Sec.667.264(b)]

YES	NO	N/A	COMMENTS

SECTION I: WIA REQUIREMENTS (ALL PROGRAMS)

**E. NON-DISCRIMINATION/EEO/
GRIEVANCE PROCEDURES (Continued)**

- 22. Has your agency designated a responsible official for implementation of Non-discrimination/EEO policies and procedures? If no, explain.

- 23. Has your agency established policy and procedures for resolving complaints and grievances from participants, sub-contractors and other interested persons?

- 24. Does your agency ensure that all participants are informed of the Partnership's Grievance and Complaint Resolution Procedures?

- 25. Does your agency maintain evidence that participants are informed of the resolution procedures?

- 26. Are EEO posters and the Industrial Welfare Commission Order Regulating Wages and Work Conditions posted in a conspicuous manner?

YES	NO	N/A	COMMENTS

F. MAINTENANCE OF RECORDS

- 27. Does your agency maintain all contract documentation and records within the geographical boundaries of San Diego County?

- 28. Has your agency made arrangements to retain all records pertaining to the contract for a period of at least five years following the contract termination date?

- 29. Has your agency made arrangements to retain all records pertaining to the contract beyond the prescribed 5 year period until pending litigation or audit findings have been resolved?

- 30. Does your agency maintain a record of each participant's participation in a WIA program?
