

STATE OF ARIZONA
Department of Economic Security



WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA) TITLE I-B
PROGRAM MONITORING GUIDE

PROGRAM YEAR 2018

WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I-B PROGRAM MONITORING GUIDE

**Local Workforce
Development Area:** _____

Auditor: _____

PY Review Period: _____

Date(s) Monitored: _____

**Administrative
Entity:** _____

Address: _____

City, State, Zip: _____

LWDA Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____

PURPOSE

The purpose of Arizona's Workforce Innovation and Opportunity Act (WIOA) Title I-B Program oversight and monitoring responsibilities are to ensure the integrity of the WIOA Title I-B program operations and functions, review performance, assess compliance with applicable laws and regulations. PY 2018 includes monitoring against the Local Workforce Development Area's (LWDA) Local Plan and how it supports the Arizona Unified State Workforce Development Plan and all applicable policies and implementation of WIOA.



MONITORING METHODS

The monitoring process is comprised of the desk review and the on-site review. The desk review primarily focuses on the program operations and alignment with the Local Plan. Correspondingly, the on-site review focuses on specific programmatic functions and includes the following components:

- Entrance and exit interview; case file reviews;
- Review policies, processes and procedures;
- Implementation of the State Administrative Policies; and
- Participant, functional team member and site manage.

ARIZONA@WORK SYSTEM

Access and Service Delivery

ARIZONA@WORK Job Centers		
1. How many comprehensive ARIZONA@WORK Job Centers does the Local Workforce Development Area (LWDA) and/or Tribal Entity have?		
2. Does the LWDA and/or Tribal Entity have affiliate sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the yes, how many?		
3. Does the LWDA and/or Tribal Entity have access points?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many?		
4. Who is the One-Stop Operator?		
5. Are there any standalone Wagner-Peyser Title III sites in the LWDA and/or Tribal Entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the LWDA and/or Tribal Entity have a least one Title I-B staff person physically present? <i>Please note: It does not apply to affiliate and specialized sites.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity have a process/system in place to provide customers with access to programs, services and activities during regular business hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and/or Tribal Entity provide customers with access to programs, services and activities during hours & days beyond regular business hours based on an evaluation of need by the Local Workforce Development Board (LWDB)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physical and Programmatic Accessibility		
1. How is the LWDA and/or Tribal Entity expanding access to services, particularly to individuals with barriers to employment, training, education and supportive services?		
2. Did the LWDA and/or Tribal Entity ensure all services and funding costs are in compliance with the LWDA's Memorandum of Understanding (MOU)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please describe briefly:		
3. Does the LWDA and/or Tribal Entity have an Equal Opportunity (EO) complaint process that ensures no individuals are excluded from participating in WIOA Title I-B funded activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Submit a copy of the process.		
4. How is the LWDA and/or Tribal Entity carrying out core programs expanding access to employment, training, education and supportive service to eligible individuals?  Particularly eligible individuals with barriers to employment.		
5. How is the LWDA and/or Tribal Entity facilitating access to services through the ARIZONA@WORK system, to include remote areas, through use of technology and through other means?		

Staff Development

1. Identify the LWDA and/or Tribal Entity approach to ensure cross training exists as needed for functionally aligned services. This includes staff development and capacity building to ensure they have the skills and knowledge needed to provide exemplary customer service.

2. Has the staffing plan for each ARIZONA@WORK Job Center, along with functional alignment roles, responsibilities, and protocols been implemented?

Yes

No

If not, why?

PROGRAM DELIVERY

Adult and Dislocated Worker

Career Service Provider

1. Does the LWDA and/or Tribal Entity provide career services directly?

Yes

No

2. Did the LWDA and/or Tribal Entity competitively procure a Career Services Provider?

Yes

No

If yes, who is the Career Services provider?

If the LWDA and/or Tribal Entity do not provide career services directly, answer all questions below:

3. When and how often are the career service providers monitored?

4. Who is responsible for compliance reviews of the career service providers?

5. Explain how the LWDA and/or Tribal Entity work with career service providers when corrective measures or technical assistance is required:

6. Are the error/warning reports distributed to sub-recipients for data corrections?

Yes

No

7. Are error/warning reports used as a tool to address data that may impact performance?

Yes

No

8. Do the LWDA and/or Tribal Entity require a written Corrective Action Plan?

Yes

No

➤ Submit a copy of the monitoring tool and monitoring schedule.

9. Have the monitoring tool, monitoring schedule, and whether or not monitoring has been conducted as planned reviewed?

Yes

No

10. Did the LWDA and/or Tribal Entity provide a copy of the monitoring schedules?

Yes

No

Notes:

Veteran's Priority of Service Policy <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 102</i>		
1. Does the LWDA and/or Tribal Entity have a policy in place for veteran's priority of service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. How does the LWDA and/or Tribal Entity track veteran's activities through Arizona Job Connection Case Management system (AJC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Is the lobby in compliance with posters and brochures for veteran's priority of service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Adult Program <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 102-107 & Section 500 Training Services, Part 501</i>

1. Are all individuals who receive staff-assisted services, registered and enrolled in AJC for WIOA Title I-B program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is registration, enrollment and data entry available for individuals who need assistance with this service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity have a policy/process in place to ensure eligible adults receive career services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Adult Priority of Services Policy <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 102</i>



1. Does the LWDA and/or Tribal Entity observe the priority of service provision for all Adult program formula funds for individualized career & training services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the policy include individuals who are veterans and eligible spouses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the policy include non-veterans who: 1) Are recipients of public assistance or has received within the last six months, 2) Is low-income, or 3) Is basic skill deficient?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the policy include veterans or eligible spouses who are not included in WIOA Title I-B priority groups: (a) recipients of public assistance, (b) low income or (c) basic skill deficient?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. For individual with a disabilities, does the LWDA and/or Tribal Entity keep medical documentation in a sealed confidential envelope separate from the files of eligible applicants, registrants, and participants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. When the WIOA Applicant Statement (WIA-1027) is being used as a last resort, does the LWDA and/or Tribal Entity require that it contain the signature of the participant and a witness?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. If an additional priority of service population was identified by the LWDA and/or Tribal Entity, was the WIOA Title I-B Priority of Service not undermined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is the additional population?		

Dislocated Worker Programs Enrollments <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 101, 103.02-.03 & 104-107</i>
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1. How does the LWDA and/or Tribal Entity coordinate workforce investment activities carried out in the LWDA with statewide Rapid Response activities?		
2. Does the LWDA and/or Tribal Entity have a policy/process in place for determining eligibility in the WIOA Title I-B Dislocated Worker (DW) program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please explain:		



3. Number of DW who are currently enrolled:		
If enrollment numbers are low, please explain:		
4. Did you transfer WIOA Title I-B DW funds to the WIOA Title I-B Adult Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain when and why?		
5. How do the LWDA and/or Tribal Entity coordinate and enroll eligible veterans in the DW program?		
6. Are Displaced Homemakers served in the LWDA and/or Tribal Entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, why?		
7. Does the LWDA and/or Tribal Entity have a policy to ensure co-enrollment in the DW/Trade Adjustment Assistance (TAA) programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and/or Tribal Entity have a process/system in place to ensure timely follow-ups and accurate data recording?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

<p>Selective Service <i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 100, Part 103 & Section 200, Part 206.05/WIOA Title I-B Eligibility Checklist (Exhibit 100A)</i></p>

<p>1. Does the LDWA and/or Tribal Entity have a policy in place for determining if a male knowingly and willfully failed to register with Selective Service?</p> <ul style="list-style-type: none">  Meets section 3 of the Military Selective Service Act, as amended at 50 U.S.C Appendix 453, to register for Selective Service.  Every male citizen, or any male residing in the United States, born on after January 1, 1960, unless exempt, is required to register with the Selective Service System (SSS) between their 18th and 26th birthdays and prior to attaining his 26th birthday. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p>Basic Career Services <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 104.A</i></p>
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2. Does the LWDA and/or Tribal Entity have a process in place for determining eligibility to receive WIOA Title I-B assistance from the Adult and DW program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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3. Does the LWDA and/or Tribal Entity have a process in place for outreach, intake (including worker assessment), and orientation to information and other services available through the ARIZONA@WORK System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity have a process in place to provide initial assessment of skill levels? This includes literacy, numeracy, and English language proficiency, aptitudes, abilities (including skill gaps), and supportive service needs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or the Tribal Entity have a process in place to provide labor exchange services, including job search and placement assistance?	Yes <input type="checkbox"/>	
6. Does the LWDA and/or Tribal Entity have a process in place to provide career counseling, including information on in-demand industry sectors and occupations, when needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity have a process in place to provide information on traditional employment?  Non-traditional employment is defined as employment where more than 75% of the workforce is of the opposite gender-or conversely where less than 25 percent of the workforce is the same gender.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and or Tribal Entity have a process in place to provide appropriate recruitment and other business services on behalf of employers?  This includes information and referrals to specialized business services other than those traditionally offered through the workforce delivery system.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Does the LWDA and/or Tribal Entity have a process in place to provide referrals to and coordination of activities with other workforce development programs and services? ➤ Provide a copy of the referral process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Does the LWDA or Tribal Entity have a process in place to provide workforce and labor market employment statistics information for local, regional and national labor market areas, including?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does the LWDA and/or Tribal Entity have a process in place to provide performance and program costs information on eligible providers of education, training, and workforce services by program and type of provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Does the LWDA and/or Tribal Entity have a process in place to provide information on how the LWDA is performing on local performance accountability measures, and other performance information relating to the ARIZONA@WORK system? Must be in usable and understandable formats and languages.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Does the LWDA and/or Tribal Entity have a process in place to provide information and appropriate referrals to supportive services or assistance? Must be in usable and understandable formats and languages. <u>Services include:</u> Child care; Child support; Medical or child health assistance through Arizona Health Care Cost Containment System (AHCCCS) & Children’s Health Insurance Program; Supplemental Nutrition Assistance Program (SNAP); Earned Income Tax credit; Temporary Assistance for Needed Families (TANF) & other supportive services & transportation provided through that program.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Does the LWDA and or Tribal Entity have a process in place to provide information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation? a) On-site assistance using well-trained staff in Unemployment Insurance (UI) compensation claims filing and the rights and responsibilities claimants; or b) Assistance by phone or other technology, as long as the assistance is provided by trained and available staff within a reasonable time.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

15. Does the LWDA and/or Tribal Entity have a process in place to provide assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided by WIOA Title I-B (i.e. Pell grants, GI bill, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Individualized Career Service <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 104.B</i>

<p>1. Does the LWDA and/or Tribal Entity have a process in place to administer comprehensive and specialized assessment of skill levels and activity/service needs?</p> <p>✚ Includes diagnostic testing or other assessment tools, in-depth interviewing, and evaluation to identify employment barriers and appropriate employment goals.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>2. Does the LWDA and/or Tribal Entity have a process in place to develop an Individual Employment Plan (IEP)?</p> <p>✚ IEP identifies employment goals, achievements objectives, and combination of services for the participant to achieve his or her goals, including the list of eligible training providers.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. Does the LWDA and/or Tribal Entity have a process in place to provide group counseling?</p> <p>✚ Includes vocational, financial, and personal counseling, including mental health, drug, and alcohol counseling, and referrals to partner programs, offered in a group setting.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4. Does the LWDA and/or Tribal Entity have a process in place to provide individual counseling?</p> <p>✚ Includes vocational, financial, and personal counseling, including mental health, drug, and alcohol counseling, and referrals to partner programs, offered in a group setting.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>5. Does the LWDA and/or Tribal Entity have a process in place to provide career planning?</p> <p>✚ Career planning means services designed to prepare and coordinate comprehensive employment plans, and provide job, education, and career counseling both during program participation and after job placement?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>6. Does the LWDA and/or Tribal Entity have a process in place to provide short-term pre-vocational services?</p> <p>✚ Short term development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and promotion of professional conduct to prepare individuals for unsubsidized employment or training.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>7. Does the LWDA and/or Tribal Entity have a process in place to provide internship and work experiences that are linked to careers as described in IEP?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>8. Does the LWDA and/or Tribal Entity have a process in place to provide workforce preparation activities?</p> <p>✚ Means activities, programs or services to help participant acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>9. Does the LWDA and/or Tribal Entity have a process in place to provide financial literacy services?</p> <p>✚ Gain the knowledge, skills, and confidence to make informed financial decisions with strategies such as budgeting, banking, managing spending and</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

credit, understanding financial products, and protecting against identity theft (681.500)		
10. Does the LWDA and/or Tribal Entity have a process in place to provide out-of-area job search assistance and relocation assistance? <ul style="list-style-type: none"> ✚ Means conduct a job search in a geographical area outside the individual's labor market area. ✚ Means assisting a participant to move to a new residence to accept permanent employment. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does the LWDA and/or Tribal Entity have a process in place to assist with English language acquisition and integrated education and training programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Work Experience</p> <p><i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 100, Part 104.B.07a & Section 200, Part, 204.03 & 208</i></p>

1. Does the LWDA and/or Tribal Entity have a Work Experiences (WEX) Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Obtain a copy of the policy.		
2. Does the LWDA and/or Tribal Entity ensure Labor standards apply when there is an employee/ employer relationship, as defined in the Fair Labor Standards Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the monitoring review ensure that the worksite is in compliance with the workplace labor standard safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity have a written worksite agreement or contract between each employer offering the WEX to ensure compliance with WIOA Title I-B and applicable regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or Tribal Entity offer transitional jobs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the LWDA and/or Tribal Entity limit their combined adult and dislocated worker allocation for transitional job to 10 %?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the LWDA and/or Tribal Entity ensure individuals who participate in transitional jobs receive comprehensive career services and supportive services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

<p>Required Career Services</p> <p><i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 500 Training Services , Part 500.02 & .03</i></p>		
1. Does your LWDA and/or Tribal Entity ensure all participants receive at a minimum the following prior to Training Services: <ul style="list-style-type: none"> (1) An interview, an assessments or evaluation and career planning, to include the development of an IEP; or (2) Other services as determined by the LWDA to make an eligibility determination? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. When participants do not receive a career service prior to receiving training services, is there justification placed in the participant's case file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ For participants who are eligible for training services, do the case files include the following?		
1) Determination of the need for training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2) Career planning documentation to include labor market information and training provider performance information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3) Any other career services provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Eligibility for Training Service <i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 500, Part 501,502 & 511</i>		
1. Does the LWDA and/or Tribal Entity have a self-sufficiency policy in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the LWDA and/or Tribal Entity utilize the Lower Living Standard (LLSIL) charts when determining self-sufficiency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity offers job readiness training provided in combination with services listed in Part 501.H (1 thru 7)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity offer adult education and literacy activities, including English Language Acquisition, provided concurrently or in combination with services listed in Part 501.I (1 thru 7)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or Tribal Entity offer customized training related to the new production or service procedures, upgrading to new jobs that require new skills, workplace literacy, or other appropriate purposes as identified by the local board with a commitment by one or more employers to employ an individual upon successfully completing training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

Individual Training Account Process of Training Services <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 500, Part 504</i>
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1. Does the LWDA and/or Tribal Entity have a policy for issuing an Individual Training Account (ITA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What limit has the LWDB imposed on the ITAs?		
2. Does the LWDA and/or Tribal Entity ensure ITAs are only used for adult, dislocated workers and out-of-school youth (OSY)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. For OSY how often are ITAs reviewed by the LWDA quality assurance teams?		
Notes:		

Adult/Dislocated Worker Follow-Up Services <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 100, Part 104.C</i>
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1. Does the LWDA and/or Tribal Entity have a policy in place to provide follow-up services for participants in WIOA Title I-B Adult or DW programs who are placed in unsubsidized employment, for up to 12 months after the first day of employment (TEGL 19-16)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is the LWDA and/or Tribal Entity entering follow-up information into AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Describe the process and services provided:		

Business Services <i>20 CFR 678.435</i>

1. Does the LDWA and/or Tribal Entity have a policy/process in place to provide labor exchange services including appropriate recruitment and other business services on behalf of employers? ✚ This includes information and referrals to specialized business services other than those traditionally offered through the workforce delivery system.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the LWDA and/or Tribal Entity have a policy/process in place to provide workforce and labor market employment statistics information for local, regional, and national labor market areas? Including, a) Job vacancy listings in labor market areas; b) Information on job skills necessary to obtain the vacant jobs listed; and c) Information on local in-demand occupations and the earnings, skill requirements, and opportunities for advancement in those jobs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity have a policy/process in place to develop relationships and networks with all levels of employers and their intermediaries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the LWDA and/or Tribal Entity have a policy/process in place to develop, convene, or sector partnerships for the LWDA (20.CFR 678.435)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Has the LWDA and/or Tribal Entity moved toward a single point of contact for a business customer and provided a tiered approach to recruitment, screening, assessment and referral that meets the needs and expectations of its business customers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, why?		

Rapid Response/Arizona Job Connection
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 400

1. Does the LWDA and/or Tribal Entity have a policy/procedure for Rapid Response?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Describe the LWDA Rapid Response team?		
3. What programs are represented?		
4. How are they informed of an event?		
5. Does the LWDA and/or Tribal Entity have a threshold for Rapid Response?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. What is the threshold?		
7. Is the LWDA and/or Tribal Entity utilizing the Rapid Response funds for incumbent worker training for layoff aversion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. How is the LWDA and/or Tribal Entity notified of the need for Rapid Response assistance?		

Youth Program

Youth Design Framework
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 200, Part 203

1. Does the LWDA and/or Tribal Entity conduct a review of services delivered to ensure that services are aligned with the youth's educational/career goals as stated in the Individual Service Strategy (ISS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the LWDA and/or Tribal Entity have a policy/procedure that addresses the development and update to the ISS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the Local Plan include strategies that address appropriate youth service delivery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity have a policy that addresses youth eligibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the policy.		
5. Describe the steps/process for the initial intake:		

6. What are the steps/process for the objective assessment?		
7. Does the Objective Assessment includes the review of the following:		Yes <input type="checkbox"/>
(a) Basic skills (b) Occupational skills (c) Prior work experience (d) Employability (e) Interests/aptitudes (f) Supportive Services; and (g) Developmental needs		No <input type="checkbox"/>
8. What are the steps/process for the ISS?		
9. Does it include?		Yes <input type="checkbox"/>
(a) Educational goals; (b) Employment goals; and (c) Achievement goals		No <input type="checkbox"/>
10. What are the steps/process for youth case management?		
11. Who is responsible for completing the designed framework?		

Procurement Requirements <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 200, Part 202</i>
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1. Did the LWDA and/or Tribal Entity choose to award grants or contracts to youth service providers to carry out some or all of the youth workforce investment activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, were they competitively procured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. List the youth service providers:		

ARIZONA@WORK Youth Program Elements <i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 200, Part 204</i>	Yes	No	Name of Service Providers
1. Does the LWDA and/or Tribal Entity have direct access to all 14 youth program elements required in 20 CFR 681.460:			
a. Tutoring, study skills training, instruction, and dropout prevention services;			
b. Alternative secondary school services or dropout recovery services;			
c. Paid and unpaid work experience;			
d. Occupational skills training;			
e. Education offered concurrently with workforce preparation and training for a specific occupation;			

ARIZONA@WORK Youth Program Elements <i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 200, Part 204</i>	Yes	No	Name of Service Providers
f. Leadership development opportunities;			
g. Supportive services;			
h. Adult mentoring;			
i. Follow-up services;			
j. Comprehensive guidance and counseling;			
k. Financial literacy education;			
l. Entrepreneurial skills training;			
m. Services that provide labor market information;			
n. Postsecondary preparation and transition activities.			

Youth Service Providers *AZDES WIOA Title I-B Policy Manual Chapter Section, 600, Part 605*

1. Does the LWDA and/or Tribal Entity have a policy/procedure for monitoring youth service providers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. When and how often are the youth service providers monitored?		
3. Who is responsible for compliance reviews of the youth service providers?		
4. Explain how the LWDA and/or Tribal Entity work with youth service providers when corrective measures or technical assistance is required:		
5. Are the error/warning reports distributed to sub-recipients for data corrections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are error/warning reports used as a tool to address data that may impact performance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity require a written Corrective Action Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the monitoring tool and monitoring schedule.		
8. Have the monitoring tool, monitoring schedule, and whether or not monitoring has been conducted as planned reviewed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Did the LWDA and/or Tribal Entity provide a copy of the monitoring schedules?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

Fingerprinting		
1. Does the LWDA and/or Tribal Entity have a policy in place to ensure that individuals working with youth, and vulnerable adults are fingerprinted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are the individuals' fingerprints on file with the Arizona Department of Public Safety (DPS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Does the LWDA and/or Tribal Entity include background checks through the Central Registry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the Tribal Entity have a letter certifying that they are in compliance with the fingerprinting requirement per contract agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

Minimum 75% Out-of-School Youth Expenditure
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 201, Part .03

1. Does the LWDA and/or Tribal Entity meet the 75% expenditure of funds for OSY?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a copy of the 75% expenditure report provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If LWDA and/or Tribal Entity is not meeting the 75% expenditure rate, what strategies are being developed to correct this?		

5% Over Income Eligibility for Youth
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 205, Part .07

1. How does the LWDA and/or Tribal Entity ensure not to exceed the 5% for over income youth?		
2. Does the LWDA and/or Tribal Entity include the 5% over income eligibility criteria in the Local Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5% Additional Assistance Barrier
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 205, Part .05

1. Has the LWDA and/or Tribal Entity defined “requires additional assistance to complete an educational program, or secure and hold employment?”	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the definition.		
2. How does the LWDA and/or Tribal Entity ensure it will not to exceed the 5% for additional assistance barrier for in-school youth?		

Program Element 3: Work Experience
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 200, Part 204.03

1. Does the LWDA and/or Tribal Entity have a Work Experiences (WEX) Policy for youth participants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Obtain a copy of the policy.		
2. Does the monitoring review ensure that the worksite is in compliance with workplace safety and child labor laws?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Does the LWDA and or Tribal Entity provide Summer Employment opportunities and other employment opportunities throughout the year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity offer pre-apprenticeship programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or Tribal Entity offer internships and job shadowing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the LWDA and/or Tribal Entity offer On-the-Job Training (OJT) opportunities for youth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Did the LWDA and/or Tribal Entity provide a copy of the monitoring schedules?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. How does the LWDA and/or Tribal Entity provide WEX with academic and occupational education components that are given concurrently or sequentially?		
9. Does the LWDA and/or Tribal Entity have a policy in place for when the stipend/incentive will be issued to the participant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. How does the LWDA and/or Tribal Entity ensure that 20% of the funds allocated to them to provide In-School Youth (ISY) and OSY with paid and unpaid work experiences?		
11. How does the LWDA and/or Tribal Entity track funds spent on paid and unpaid work experiences?		
12. How often does the LWDA and/or Tribal Entity conduct on-site monitoring reviews of each WEX contractor?		
13. Does the LWDA and/or Tribal Entity limit the period of time for the WEX?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. What is the LWDA's and/or Tribal Entity time limit?		

Referral Process
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 200, Part 201.04

1. How does the LWDA and/or Tribal Entity ensure all youth who meet the eligibility criteria are given information about the full array of services that are available through the ARIZONA@WORK partners?		
➤ Provide a copy of the referral process.		
2. What strategies are used to refer youth that are ineligible for WIOA Title I-B Youth Program to other programs?		
3. For co-enrollment, does the LWDA and/or Tribal Entity ensure that partner-provided services are added into AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How?		
What is the process?		

Youth Program Follow-Up Services
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 200, Part 204.09 and Section 300, Part 307

1. Does the LWDA and/or Tribal Entity have a policy in place to provide follow-up services to youth participants for a minimum of 12 months after exit from the WIOA Title I-B Youth Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the follow-up services policy.		
2. Are the case managers entering follow-up case notes in AJC promptly and accurately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Program Exits Youth
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 200, Part 209

1. Does the LWDA and/or Tribal Entity ensure exclusionary exits are only recorded in AJC for the following reasons?		
(a) Deceased	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) Institutionalized	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) Health/Medical	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(d) Entered into Active Military Duty	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(e) Foster Care	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. When exclusionary exits are used, does the LWDA and/or Tribal Entity ensure that case notes are added to AJC describing the reason for the exit and documentation was kept in the participant's file or uploaded into AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity ensure gaps in service are only used under the following circumstances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(a) Was the delay due to the training begin date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) A health/medical condition, or providing care for a family member w/ a health/medical condition; or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) A temporary move from the area that prevents participation in services, including National Guard or other related military service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<h2 style="margin: 0;">TRAINING SERVICES</h2> <p style="margin: 0;">WIOA Title I-B Policy Manual Training Services Chapter 2, Section 500</p>
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Adult, Dislocated Worker and Youth		
1. How does the LWDA and/or Tribal Entity ensure informed consumer choice in the selection of training providers?		
2. Does the LWDA and/or Tribal Entity ensure occupational skill trainings are listed on the ETPL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity facilitate co-enrollment in ARIZONA@WORK partner programs when appropriate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List examples of co-enrollments:		
4. Does the LWDA and/or Tribal Entity offer occupational skills training, including training for nontraditional employment;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or Tribal Entity offer OJT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the LWDA and/or Tribal Entity offer incumbent worker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity offer programs that combine workplace training with related instruction, which may include cooperative education programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and/or Tribal Entity offer training programs operated by the private sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Does the LWDA and/or Tribal Entity offer skill upgrading and retraining?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Does the LWDA and/or Tribal Entity offer job readiness training provided in combination with services listed in Part 501.H (1 thru 7)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does the LWDA and/or Tribal Entity offer adult education and literacy activities, including English Language Acquisition, provided concurrently or in combination with services listed in Part 501.I (1 thru 7)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

12. Does the LWDA and/or Tribal Entity offer customized training conducted with a commitment by one or more employers to employ an individual upon successfully completing training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is the LWDA and/or Tribal Entity promoting entrepreneurial skills training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Is the LWDA and/or Tribal Entity promoting Registered Apprenticeships?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Example:		
15. How does the LWDA and/or Tribal Entity plan on improving access to activities that lead to a recognized post-secondary credential?		
Notes:		

Coordination of Financial Aid/Resources <i>AZDES WIOA Title I-B Policy Manual Chapter 2 Section 500 Training Services</i>

1. Does the LWDA and/or Tribal Entity ensure participants have applied for a Federal Pell Grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. How does the LWDA and/or Tribal Entity ensure other sources of funding are considered for training grants prior to WIOA Title I-B funding?		
3. Is the LWDA and/or Tribal Entity tracking co-enrollment with ARIZONA@WORK partner programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, explain why?		
If yes, how is it being tracked?		

On-The-Job Training <i>AZDES WIOA Title I-B Policy Manual Chapter 2, Section 500, Part 508</i>
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1. Does the LWDA and/or Tribal Entity have a policy that includes the contract requirements to be an OJT employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Obtain a copy of the policy.		
2. Does the LWDA and/or Tribal Entity have a policy in place when the employer wage reimbursement may be increased from 50 percent to 75 percent for OJT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are the LWDA and/or Tribal Entity documenting the factors used when deciding to increase the wage reimbursement levels above 50 percent to up to 75 percent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. How often does the LWDA and/or Tribal Entity conduct an on-site monitoring review of each OJT contract?		
What time limit does the LWDA and/or Tribal Entity place OJT activities?		
5. Does the on-site review monitor payroll and time/attendance records substantiate the amounts claimed for reimbursement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are training, wages, hours, benefits, and working conditions provided in accordance with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is a copy of the monitoring schedule provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Describe how the LWDA and/or Tribal Entity will utilize OJTs to engage business in WIOA Title I-B training and hiring of participants:

Incumbent Worker Training
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 510

1. Does the LWDA and/or Tribal Entity have a policy/process in place for Incumbent Worker Training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the process.		
2. Does the process meet the incumbent worker requirements? 1) Be employed; 2) Meet the Fair Labor Standards Act for an employer-employee relationship; and 3) Have an established work history with the employer for at least six months. 4) Meet the exception as per cohort of employees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity have a process in place for documenting the six month work-history for Incumbent Worker Training recipients?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity policy/process include workers who are considered underemployed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the LWDA and/or Tribal Entity policy/process ensure those enrolled as incumbent workers are enrolled in the WIOA Title I-B Adult Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the LWDA and/or Tribal Entity ensure that when incumbent workers need services in addition to incumbent worker training, the participants meet eligibility requirement for the WIOA Title I-B Adult or WIOA Title I-B DW programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity have a process in place to ensure all participants in Incumbent Worker Training are registered and enrolled in the WIOA Title I-B Adult Program in AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and/or Tribal Entity have a process in place to determine the employer's eligibility for participating in the Incumbent Worker Training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are the local policies consistent with the state and local plan, as well as with career pathways and sector strategy approaches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. If the LWDA and/or Tribal Entity is using part or all of the 20 percent allocated funds for the adult and dislocated worker allotments for Incumbent Worker Training is the expense programmatic in nature?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does the LWDA and/or Tribal Entity have a policy in place for employers participating in the Incumbent Worker Program regarding the non-federal share of the cost provided for the training their incumbent workers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Does the LWDA and/or Tribal Entity have a process to establish the non-federal share?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Does the LWDA and/or Tribal Entity have a process in place to determine the size of the employer/employee ratio for the non-federal share to ensure the costs are within the guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Customized Training
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 500, Part 511

1. Does the LWDA and/or Tribal Entity have a policy on customized training agreements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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2. Does the LWDA and/or Tribal Entity work with an employer or a group of employers to develop customized training programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Is a copy of a customized training contract provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Is customized training identified in the Local Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Registered Apprenticeships
AZDES WIOA Title I-B Policy Manual Chapter 2 Section 500, Part 509

1. Has the LWDA and/or Tribal Entity met with the State Apprenticeship Coordinator to discuss promoting registered apprenticeship program in the LWDA and/or Tribal Entity?		
2. Describe how the LWDA and/or Tribal Entity will coordinate efforts with the State Apprenticeship Office:		
3. Does the LWDA and/or Tribal Entity coordinate OJT and Registered Apprenticeship programs?		
		Yes <input type="checkbox"/>
		No <input type="checkbox"/>
4. Does the LWDA and/or Tribal Entity use ITAs for individuals who are working in registered apprenticeships programs?		
		Yes <input type="checkbox"/>
		No <input type="checkbox"/>

Support Services Procedures/Guidelines
AZDES WIOA Title I-B Policy Manual Chapter 2, Section 200, Part 209, Section 300 & Section 500, Part 503

1. Does the LWDA and/or Tribal Entity have a policy on providing support services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. What is the monetary limit for supportive services?		
3. Does it include a policy on needs-related payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. What are the LWDA's and/or tribal entities limits on need-related payments?		
5. Does the LWDA and/or Tribal Entity have a policy on providing youth supportive services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Submit a copy of the support service policy.		
6. Does the LWDA and/or Tribal Entity ensure supportive service are only provided to adult participant's prior exit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the LWDA and/or Tribal Entity provide supportive services during follow-up to youth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Notes:

PERFORMANCE AND CONTINUOUS IMPROVEMENT

1. How does the LWDA and/or Tribal Entity monitor and track its own performance?		
2. Does the LWDA and Tribal Entity have a process in place to identify, incorporate, monitor and develop their responsibilities for work-based training as follows?		
		Yes <input type="checkbox"/>
		No <input type="checkbox"/>

- a) Point of contact;
- b) Employer's Training Development Plan into the IEP;
- c) Monitoring during training period and upon completion of the training contract;
- d) Developing policies for funding limitations;
- e) Developing policies and procedures for in-kind contributions;
- f) Identifying how the training program will benefit the individual participating in training;
- g) Reviewing WIOA Title I-B participant progress in the work-based training (s) and determining if supportive services are needed;
- h) Monitoring the work site upon placement of the WIOA Title I-B participant, after completion of training;
- i) To include a provision in the contract with the employer for contract termination due to lack of funds or lack of WIOA Title I-B participant attendance in the training;
- j) To include a provision in the contract with the employer permitting LWDA, state, and federal staff to review the training records;
- k) Creating a list of eligible providers of work-based training opportunities;
- l) Notifying participants that wages earned during work-based training are reported by the employer to the Unemployment Insurance (UI) program;
- m) Complying with minimum wage and earned sick pay requirements under the Fair Wage and Health Families Act.

Note: Tribal Entities in Arizona are not required to comply with Arizona's FWHFA.

Measureable Skills Gain

AZDES WIOA Title I-B Policy Manual Chapter 2, Section 500, Part 514

1. Does the LWDA and/or Tribal Entity have a policy/procedure for Measurable Skills Gain (MSG)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do staff document and enter measurable skill gains for education and training programs in case files and AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the LWDA and/or Tribal Entity have a policy/process in place to discuss how to monitor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the procedure address the different types of MSG and how to document each type of MSG?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are Basic Skills assessment results from tests approved by the National Reporting System entered in AJC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. When Basic Skills are assessed, is the same pre-test version & post-test version used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is the result of the basic skills assessment used to document measurable skill gain and placed in the case file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the LWDA and/or Tribal Entity have a definition of "progress" for the training milestone type of MSG?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Does the LWDA and/or tribal policy include how staff will determine whether an exam/element meets the requirements of the skill progression type of MSG?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Performance Measures

1. What is your procedure for verifying Supplemental Data for participants entered into employment?

2. What is your procedure for verifying employment or federally-recognized credential (<i>degree, diploma, certificate, occupational license, or personnel certification</i>) attainment?		
3. Does the LWDA and/or Tribal Entity have a procedure to ensure the verification of federally-recognized credential is obtained and placed in case file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

BEST PRACTICES & TECHNICAL ASSISTANCE

LWDAs and/or Tribal Entities Best Practices/Procedures

1. Does the LWDA and/or Tribal Entity have a quality assurance process to correct and address errors, warnings and reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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2. What best practice techniques and methodology is the LWDA and/or Tribal Entity utilizing for Program Year 2018?

Technical Assistance Request

To better service the LWDA’s and/or Tribal Entities, please discuss with us technical assistance topics that would be helpful for your LWDA and/or Tribal Entity in carrying out WIOA Title I-B activities.
