

Monitoring Schedule for PY22

Planned	Area of Review
July-September 2022 (Due 10/12/22)	Year-End Review (Closeout) Adult & Dislocated Worker File Review
October-December 2022 (Due 01/11/23)	Workforce Development Board One Stop System Procurement ITA Processes
January-March 2023 (Due 04/12/23)	Youth File Review Work-Based Learning Processes (Youth) Equal Opportunity/ Non-discrimination and Grievance Procedures
April – June 2023 (Due mid-July <i>TBD based on Board Meeting date</i>)	Financial Management Systems Property Management OJT Processes /Customer Reviews

The monitoring schedule is a plan of when the activities and other related reviews will be conducted. It may become necessary to adjust planned timeframes because of outside developments as well as the number of follow-ups and corrective actions occurring. Each monitoring activity will be confirmed with a seven-day notification to the required parties to provide requested materials, review plan, interview questions or questionnaire to be completed. Entrance interviews will be held if requested. Electronic participant records require no action by the Service Provider and may be examined at any time on or after the date of review notification. The sample pool list and results will be provided upon completion of the review. Onsite activities will be scheduled as necessary and may include the primary review, portions of other upcoming and/or current reviews. File review questions may be conducted by emailing Greater Lincoln Workforce Administrator, Fiscal Agent, and/or Service Provider, telephone discussion or other means determined appropriate. Exit interviews are planned as virtual meetings, when possible, scheduled through the Greater Lincoln Workforce Administrator; extended participation is at their invitation. Exit interviews may be recorded.

Workforce Board Approved: 5-28-2022