

## Enhanced Monitoring Plan: WIOA Youth

### Overview

The Greater Lincoln Workforce Development Board (Board) has assigned a Corrective Action Plan (CAP) Task Force to provide oversight of the enhanced monitoring of the WIOA Youth program that sufficiently monitors areas of weakness and vulnerability discovered during the Fall 2022 subrecipient risk assessment. This enhanced monitoring plan satisfies the requirements of 2 CFR 200.332(d) and 2 CFR 200.332(e).

Monitoring methods may be desk-top, on-site or both. Monitoring will be performed by the Greater Lincoln Workforce Development Board staff, individuals contracted under professional service agreements, and subrecipient staff members.

### Functions

Functions to be monitored under the enhanced plan are:

- Case Notes
- Individual Service Strategy
- Performance Outcomes, specifically Measurable Skill Gains and Credential Attainment

### Enhanced Monitoring Schedule

The enhanced monitoring plan will begin 01/01/2023 and will end 12/31/2023. Generally, the schedule below will be followed\*.

Timeline	Area(s) of Review	Training Planned	Reports Due
January 2023	<ul style="list-style-type: none"> <li>• Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>• Measurable Skills Gains and Credential review</li> </ul>	MSG – 1/23/2023	02/15/2023
February 2023	<ul style="list-style-type: none"> <li>• Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>• Case note review</li> </ul>	Credential Attainment – 2/6/2023 Case Notes – 2/13/2023	03/15/2023
March 2023	<ul style="list-style-type: none"> <li>• Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>• Individual Service Strategy (ISS) review</li> </ul>	ISS – 3/6/2023	04/15/2023
April 2023	<ul style="list-style-type: none"> <li>• Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>• Measurable Skills Gains and Credential review</li> </ul>		05/15/2023
May 2023	<ul style="list-style-type: none"> <li>• Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10</li> </ul>		06/15/2023

	<ul style="list-style-type: none"> <li>youth participants utilizing Data Validation Workbooks</li> <li>Case note review</li> </ul>		
June 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Individual Service Strategy (ISS) review</li> </ul>		07/15/2023
July 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Measurable Skills Gains and Credential review</li> </ul>		08/15/2023
August 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Case note review</li> </ul>		09/15/2023
September 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Individual Service Strategy (ISS) review</li> </ul>		10/15/2023
October 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Measurable Skills Gains and Credential review</li> </ul>		11/15/2023
November 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Case note review</li> </ul>		12/15/2023
December 2023	<ul style="list-style-type: none"> <li>Data Validation of eligibility criteria, training services, and WIOA performance outcomes for 10 youth participants utilizing Data Validation Workbooks</li> <li>Individual Service Strategy (ISS) review</li> </ul>		01/15/2024

\* Monitoring team may find it necessary to adjust the training planned based on the results of monthly areas of review. Any adjustments to the plan will be provided to NDOL in the monthly progress reports.

### General Monitoring Procedures

Case file reviews will include both current participants and recently exited participants to ensure follow up and performance outcomes are properly documented.

The Data Validation Workbooks provided by NDOL will serve as the sample pool for Data Validation described in the Area(s) of Review.

Once all monthly monitoring and training has been completed, the CAP Task Force, or it's designee, will issue a written monitor report by the planned due date listed in the monitoring schedule.

### Monitoring Guides and Tools

To ensure adherence to operational procedures, the following guides and tools may be reviewed,

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ajc@lincoln.ne.gov • [ajc.lincoln.ne.gov](http://ajc.lincoln.ne.gov)

referenced, and used during quarterly reviews:

- U.S. Department of Labor Core Monitoring Guide: [Core Monitoring Guide \(dol.gov\)](#)
- NDOL WIOA Comprehensive Monitoring Guide (NDOL Core Monitoring Guide): [Official Nebraska Department of Labor | Reemployment Services](#)
- Operational Guidance found on Lincoln AJC website [Operations Guidance - American Job Center - Lancaster and Saunders Counties \(ne.gov\)](#) which includes:
  - Lincoln Policy Manual
  - Youth Program Manual
  - Fiscal Management
  - Monitoring Forms, including, but not limited to:
    - [WIOA Youth Participant File Review](#)
- [Case Note File Review](#)
- [IEP ISS Review](#)