

DATE: February 16, 2007
TO: All Local Workforce Investment Areas
FROM: Leandra M. Burns, Administrator, Employment and Training
SUBJECT: Revised WIA Grant Monitoring Procedures

The monitoring process has been changed to combine the on-site, participant file and financial reviews. These reviews were previously accomplished in various quarters throughout the year. Workload requirements have made it necessary to accomplish these reviews concurrently.

The annual monitoring review will be scheduled and coordinated by your Grants Manager and will include the three previously separate reviews. A copy of the WIA Monitoring Review combined tool used by Grants Management staff is attached to this WIAB.

As a part of the monitoring process, One Stop providers also receive a separate review of the One Stop System every two years. The WIA Service Provider One Stop System Review tool used by Grants Management staff is also attached.

If you have any questions, please contact your Grants Manager.

Attachments

- 1) WIA Monitoring Review
- 2) WIA Service Provider One Stop System Review

WIA MONITORING REVIEW

Program Year: _____

Provider Name:	Cost Center Number:
WIA Agreement Number:	Reviewer _____
Date(s) of Review:	Name(s): _____

PRIOR REVIEW

Describe any related findings or improvements identified during the most recent review that may require follow-up.

Review Date _____

STATEMENT OF WORK/PROGRAM REQUIREMENTS

Review the Statement of Work with the Provider. Are they meeting contract objectives and do their processes follow contract requirements?

1. Finding Needs Improvement None Exemplary

Describe participant intake and eligibility process; include actual steps taken by participant and case manager to accomplish pre-assessment and verify program eligibility.

2. Finding Needs Improvement None Exemplary

Describe participant selection process. *Reviewer Note: The objective here is to determine whether the providers' participant selection process follows federal/state standards and that the process is fair and equitable. In regions utilizing a priority point system, the Provider should demonstrate the means of assessment and selection using this system. In those regions that do not utilize a priority point system, some other demonstrable means of selection must be in place.*

3. Finding Needs Improvement None Exemplary

Is there any evidence of violation of the nepotism standards? *Reviewer Note: In addition to the prohibition against a site hiring a relative into a training position, the Provider may not hire a person in any position funded under WIA if a member of that person's immediate family is engaged in any administrative or support function in the hiring and/or funding organization.*

4. Finding Needs Improvement None Exemplary

Describe the Provider's continuous Improvement process and how it contributes toward meeting performance measures and fulfilling goals identified on the Agreement's program planning summary.

5. Finding Needs Improvement None Exemplary

Describe special youth requirements, include the minimum youth expenditure rate and provision of the 10 required elements. Does the participant file review support provision of the elements listed below?

1. tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
2. alternative secondary school services, as appropriate;
3. summer employment opportunities that are directly linked to academic and occupational learning;
4. as appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. occupational skill training, as appropriate;
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
7. supportive services;
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. follow-up services for not less than 12 months after the completion of participation, as appropriate; and
10. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

6. Finding Needs Improvement None Exemplary

Describe the participant exit and follow up process. In addition to client services, include a description of the technical steps necessary for MIS data entry and document submission.

7. Finding Needs Improvement None Exemplary

The outcome data for WIA performance measures is based on Unemployment Insurance wage records and supplemental reporting. If the project has conducted supplemental reporting to document outcomes, this documentation must be maintained at the provider level. Does the project maintain a supplemental documentation file that includes the required documentation?

8. Finding Needs Improvement None Exemplary

Does the Provider maintain a log of complaints filed, including those that allege discrimination? *Reviewer Note: this can be a complaint log where complaints of discrimination would be filed; it must be kept confidential to the extent practical (to allow investigations).*

9a. Finding Needs Improvement None Exemplary

Is EO and nondiscrimination information provided according to State and Federal requirements?

- Has the notice, "Equal Opportunity Is the Law," been posted in conspicuous locations where applicants/registrants, participants, eligible applicants/registrants and employees can easily view it?
- If a significant number of persons in the population base have limited English proficiency, is the notice posted in the appropriate language?
- Do recruitment materials including written, electronic (websites or PowerPoint presentations), and broadcast media distributed to the public contain the following:
 - Equal Opportunity Employer/Program
 - Auxiliary Aids and Services Available Upon Request to Individuals With Disabilities
 - TDD/TTY Through Idaho Relay Service 1-800-337-3529

Reviewer note: this information is available online in the MIS as WIAP 1-00, page 15

9b. Finding Needs Improvement None Exemplary

How is programmatic accessibility and physical accommodation provided? *Reviewer note: If serving disabled, are services provided in the most integrated setting—i.e., reasonable accommodation—reasonable modification; is communication as effective as with others—i.e., auxiliary aids, signage, TTY/TTD; outreach; does the physical location appear to be architecturally accessible? The physical accommodation is not applicable to Commerce and Labor Agreements*

10. Finding Needs Improvement None Exemplary

Are efforts being made to serve people as reflected in population groups? *Reviewer note: look at target of materials distributed to the public and outreach plans if they have them (not required).*

11. Finding Needs Improvement None Exemplary

How is programmatic accessibility and physical accommodation provided? *Reviewer note: If serving disabled, are services provided in the most integrated setting—i.e., reasonable accommodation—reasonable modification; is communication as effective as with others—i.e., auxiliary aids, signage, TTY/TTD; outreach; does the physical location appear to be architecturally accessible? The physical accommodation is not applicable to Commerce and Labor Agreements*

12. Finding Needs Improvement None Exemplary

Has the Provider properly retained prior year agreement records and files? *Reviewer Note: WIA requires that records be maintained for a period of not less than three years from the date of final grant payment; these records need not be retained on premises.*

WIA MIS

13. Finding Needs Improvement None Exemplary

Does the Subrecipient have a working knowledge of the WIA MIS system? Do management reports reflect current participant data? Are data quality reports reviewed and corrected on a regular basis? *Reviewer Note: Report data should reflect current client information, expenditures should not exceed obligations, 1st and 3^d quarter exit information should be entered in a timely fashion, data quality reports, including Literacy & Numeracy, should reflect regular review and remedies when appropriate, etc.*

14. Finding Needs Improvement None Exemplary

For Adult and Dislocated Worker Program participants, is the training provider on the Eligible Training Provider List? *Reviewer note: The ITA (Code C) is not allowed for Intensive Service or the Youth Program (Code A).*

PROCUREMENT & PROPERTY/EQUIPMENT

The reviewer will need a copy of the Provider's procurement policy for accurate review of this section

15. Finding Needs Improvement None Exemplary

Does the Subrecipient maintain a procurement policy that governs WIA purchases/leases? Yes ___ No ___
Does this policy comply with federal circulars and local IWB policy? Yes ___ No ___ Are purchases made in compliance with the Provider's policy? Yes ___ No ___ *Reviewer Note: Every organization receiving WIA funds is required to maintain a procurement policy that complies with the Uniform Administrative Requirements applicable to the nature of that organization. Monitors will need to ensure that (a) a policy exists – this need not be a policy specific to WIA, but one that is used by the organization for all purposes, including WIA; (b) that the parameters of the policy, bidding thresholds, etc., are within the parameters set by the OMB Circulars; and, (c) whether purchases are being made in compliance with the policy. If no policy exists, this constitutes a finding. If you are unable to determine the adequacy of existing policy vis a vis applicable federal requirements, defer your determination until we have the opportunity to study the policy more carefully subsequent to the review. First 2 questions are always Yes for Commerce and Labor.*

16. Finding Needs Improvement None Exemplary

Were any sole source purchases made? Is justification for this purchase method maintained in Provider files in accordance with State or providers' policy? *Reviewer note: A sole source item is an item with only a single supplier. Many times agencies send requests for sole source purchases that describe an item made only by one manufacturer, however the item is distributed and readily available from many different suppliers. As long as there is more than one potential bidder or offer for the property item then there is no justification for a sole source determination.*

17. Finding Needs Improvement None Exemplary

Does the provider possess WIA purchased or leased equipment? If so, describe the procedures in place to ensure that it is safeguarded, properly identified and that it is used for authorized purposes? *Reviewer note: the Inventory List will be required to make this determination.*

18. Finding Needs Improvement None Exemplary

Are WIA funded equipment purchases of \$2,000 or more included in the budget, with a current inventory listing maintained for these items, along with a WIA attached property tag? Has the State Administrative Entity received and granted a request for purchase of such equipment?

FINANCIAL MANAGEMENT

View the Subrecipient's Budget, Program Planning Summary and DATA ENTRY, REPORTING, FORMS SUBMISSION AND RECORDS RETENTION REQUIREMENTS section of the Provider Agreement.

19. Finding Needs Improvement None Exemplary

Has the Subrecipient submitted requests for payment in the proper format and in a timely manner? *Reviewer Note: Access the contract payment system and review the accounting payment file. Each Provider Agreement specifies the required method of payment and time frames; this question is not applicable Commerce and Labor Agreements.*

20. Finding Needs Improvement None Exemplary

Based on the Subrecipient's budget and program planning summary, are actual expenditures reflective of projections? If not, does the most recent Continuous Improvement report include an action plan to address the deficiency? Is the action plan producing results? *Reviewer Note: Compare WIA Financial Status Report information (forms 33&34) to quarterly projections for personnel and non-personnel; the WIA Grant Forecast Summary (Budget Report 62) should be used for Commerce and Labor Agreements. Participant obligations and expenditures can be viewed on the WIA MIS.*

21. Finding Needs Improvement None Exemplary

Has the Subrecipient maintained the WIA MIS "Site Participant Obligation Register"? *Reviewer Note: A review of the on-line register should reflect reasonable expenditure projections and timely updates. Total costs should not exceed obligations and system accruals should be monitored for accuracy and timeliness.*

22. Finding Needs Improvement None Exemplary

Has the Subrecipient submitted a copy of their last independent audit and has it been reviewed by Idaho Commerce and Labor's accounting staff? *Reviewer Note: Findings or concerns noted within the audit or as a result of Idaho Commerce and Labor's review should be noted and carried forward to the next On-Site Review; corrective action measures can then be monitored to ensure continued compliance.*

23. Finding Needs Improvement None Exemplary

Does the Provider's accounting system provide for a comparison of actual Subgrant expenditures with budgeted amounts? *Reviewer note: this question is not applicable to Commerce and Labor Agreements.*

24. Finding Needs Improvement None Exemplary

Does the Provider accounting system provide for a level of detail that allows identification of costs and chargeability to the WIA program? *Reviewer note: Vouchers, receipts, timesheets and all other payments must be identifiable as WIA costs; track a voucher/payment and timesheet to confirm answer. This question is not applicable to Commerce and Labor Agreements.*

25. Finding Needs Improvement None Exemplary

Has the Provider requested or received reimbursement for expenditures not authorized by the Subgrant Agreement? *Reviewer Note: This review should compare line item Subgrant amounts and expenditure types with the accounting records to determine if the Provider is adhering to the intent of the agreement*

26. Finding Needs Improvement None Exemplary

Does the Provider either direct charge all costs or use a clear and viable cost allocation system? *Reviewer Note: This question is not applicable to Commerce and Labor Agreements*

27. Finding Needs Improvement None Exemplary

Are organizational costs considered reasonable, necessary, allowable, and allocable? *Reviewer Note: To be reasonable, the costs must be at levels no greater than fair market value for the good or service; to be necessary, there must be a clear connection between the WIA costs and successful operation of Subgrant activities; to be allowable, costs must not be listed as unallowable by OMB circulars or the General Provisions and Assurances; to be allocable, the costs must clearly be attributable to the WIA program.*

28. Finding Needs Improvement None Exemplary

Does the Provider exercise proper control of WIA funds, such as the safeguarding of blank checks and/or supportive service orders?

29. Finding Needs Improvement None Exemplary

If the Provider utilizes motor vehicles in carrying out agreement activities, is the minimum required coverage in effect? *Reviewer Note: Minimum required coverage is \$500,000 combined single limits per occurrence.*

30. Finding Needs Improvement None Exemplary

Is rent/lease being paid with WIA funds on any facilities? If yes, who owns the facilities? (entity or 3rd party) If entity, how was rent amount determined? *Reviewer note: An owned facility cannot be amortized in an amount that exceeds the life of the building (usually 50 years) or the federal government will have equity in the building and the owner will have to pay that equity to the feds when it's sold. Does not apply to Commerce and Labor.*

31. Finding Needs Improvement None Exemplary

Is the Subrecipient salary and bonus compensation not exceeding Executive level II rates? *Reviewer note: Refer to TEGl 5-06 for detailed explanation. In short, \$165,200 is the maximum a person can be paid with WIA grant funds, or the % of impacted funds, i.e., if 25 % of their time is charged to WIA, then no more than \$41,300 can be charged to the grant during the year. This amount changes annually, see OPM web site for federal salaries & wages at www.opm.gov.*

32. Finding Needs Improvement None Exemplary

Based on a financial records review and on-site interviews/observations, is there any evidence to suggest:

- WIA funds have been used by the Provider to support or deter union activities or
- Participants or WIA funded staff have engaged in political activity while be paid with WIA funds, or
- WIA funds have been used in support of any religious or anti-religious activities?

PARTICIPANT FILE REVIEW

The following questions relate directly to the participant file review.

33. Finding Needs Improvement None Exemplary

Review the Adult Program priority guidelines in the State Plan. Is the majority of Adult Program participants low income? Is participant income verified or documented in accordance with the Plan?

Reviewer Note: 1) WIA Section 134(d)(4)(E) states that priority shall be given to recipients of public assistance and other low-income individuals for Intensive services and Training services.

34. Finding Needs Improvement None Exemplary

Does the review indicate compliance with processes established for determination and documentation of all eligibility requirements for each program?

Reviewer Note: 1) General eligibility is the age, selective service, citizenship/eligibility to work and residency requirements; 2) Youth Program economic eligibility is the low income criteria, with a 5% Window defined in the State Plan; 3) Additional Dislocated Worker Program eligibility criteria are the 5 eligibility groups specific to the Dislocated Worker Program, i.e., recently dislocated, displaced homemaker, etcetera.

35. Finding Needs Improvement None Exemplary

For Adult and Dislocated Worker Program participants, does the review indicate compliance with processes established for determination and documentation of self-sufficiency to receive Intensive services?

Reviewer Note: 1) The Workforce Investment Act requires the provision of services beyond the core level to those Adult and Dislocated Worker Program participants who are unemployed, or who are employed and unable to meet the criteria for self-sufficiency, and are unable to obtain employment through core services; 2) Self-sufficiency is defined as "Family income does not exceed 200% of the HHS Poverty Guidelines or, if a reemployed Dislocated Worker, is employed in a permanent position that pays less than 90% of the qualifying layoff wage."; 3) Form WIA-74-C should be in the files.

36. Finding Needs Improvement None Exemplary

Does the review indicate compliance with processes established for determination and documentation of eligibility for Training services?

37. Finding Needs Improvement None Exemplary

Does the Provider provide information to each applicant and participant on the full array of services available in the area? *Reviewer Note: All services do not need to be provided by the Provider being reviewed; do the files reflect this is occurring? Are procedures and materials on the full array of services available in the office? Applicants and enrollees should have access to service listings or materials for the entire region.*

38. Finding Needs Improvement None Exemplary

For Youth participants, does the review indicate completion of the Youth Training Plan?

39. Finding Needs Improvement None Exemplary

For Youth participants, does the review include an assessment that supports the need for mentoring and, if so, is the appropriate parental consent form used? Is participant progress documented in case notes? *Reviewer note: If mentoring activity is utilized, reviewer will use mentoring tool.*

40. Finding Needs Improvement None Exemplary

Is the training goal directly linked to appropriate training and employment opportunities in the local area or in another area to which the participant is willing to relocate? Was labor market information provided for the participant employment goal? Does the provider assure participant choice in the selection of training providers?

41. Finding Needs Improvement None Exemplary

Are changes/modifications to training or employment goals documented in the Plan? Is the new goal linked to an employment and/or education goal for Youth, or for Adult and Dislocated Worker Program participants, to employment opportunities in the local area or in another area to which the participant is willing to relocate? Was labor market information provided for the new goal?

42. Finding Needs Improvement None Exemplary

For Adult and Dislocated Worker Program participants, does the review reflect adherence to the WIA required tiered delivery of services? Is the required Employment Plan used in delivery of Intensive and/or Training services for all participants? *Reviewer Note: WIA requires that to meet individual needs, participants receive the lowest level of service (Core) first and move to the next level (Intensive) if their needs cannot be met and on to the third level (Training), if appropriate. Case notes should reflect the tiered continuum of service. Reviewer Note: The WIA-130 series Adult Employment Plan and Youth Training Plan forms, or a like assessment form, must be used.*

43. Finding Needs Improvement None Exemplary

Does the review reflect the Subrecipient's requirement to provide for coordination of Pell Grant and other training funds via methods outlined in the agreement and WIA TAGs? *Reviewer Note: The WIA 42, Student Financial Aid Transmittal form, is recommended for coordination purposes.*

44. Finding Needs Improvement None Exemplary

Does the Subrecipient consider and discuss the possibility of nontraditional jobs for enrollees if assessment indicates a nontraditional interest area?

45. Finding Needs Improvement None Exemplary

When utilizing OJTs, does the file review indicate compliance with the State guidelines for determining the period of the OJT? Are the OJT Contract and the Training Task Outline used? Does the Training Task Outline reflect adequately the duties, required training and the hours necessary for the training?

46. Finding Needs Improvement None Exemplary

Does the participant file sample indicate that payments made directly to participants are for hours worked or for bonuses/incentive payments? *Reviewer Note: Per contract, participant payments may be paid as authorized; any other participant payments or any of the above not allowable by contract must be investigated further.*

47. Finding Needs Improvement None Exemplary

If supportive services have been provided, were they provided within the guidelines described in the TAG/service provider agreement?

48. Finding Needs Improvement None Exemplary

Are required forms properly completed and retained by the service provider? *Reviewer Note: Forms requiring completion and retention are listed in each WIA TAG.*

49. Finding Needs Improvement None Exemplary

Are follow-up services including supportive services being provided, as appropriate, for the required period, according to State policy? *Reviewer Note: Youth require 12 months of follow-up. Employed Adults and Dislocated Worker Program participants require 12 months of follow-up after first date of employment.*

50. Finding Needs Improvement None Exemplary

Has notice been given to participants of the recipient's obligation to operate in a nondiscriminatory manner? *Reviewer Note: The signature sheet of the WIA 10 contains the notice and should be in the participant file. If the review indicates that discrimination may have occurred in the provision of services, the review should be forwarded to Georgia Smith, WIA EO Officer, for further investigation.*

51. Finding Needs Improvement None Exemplary

For participants with disabilities, does the participant file review reflect that services are being provided in the most integrated setting—i.e., reasonable accommodation—reasonable modification; are auxiliary aids, signage, TTY/TTD being used so that communication is as effective as with others?

52. Finding Needs Improvement None Exemplary

If the participant file review indicates that a participant has alleged discrimination, was a complaint form provided; was the complaint process followed? *Reviewer Note: If the review indicates that discrimination may have occurred, and the process has not been followed, the review should be forwarded to the WIA EO Officer for further investigation.*

53. Finding Needs Improvement None Exemplary

Do participant payments meet the test of "reasonable, necessary and allowable?" If "emergency assistance" or "cash payments" were authorized, did the provider exhaust all other options prior to using WIA resources? *Reviewer Note: A sample of participant wage payments and supportive services (representative of actual activities) should be included as part of the participant file review.*

WIA SERVICE PROVIDER REVIEW

Program Year: _____

One Stop System

One Stop Name:	Location:
	Reviewer _____
Date(s) of Review:	Name(s): _____

Prior Review

Describe any related findings or improvements identified during the most recent annual monitoring review or One Stop System Review that may require attention.

Review Date _____

Preparation: Review the Memorandum of Understanding (MOU) and if applicable the Consortium agreement. Review WIAP 5-99, pg. 3 (attached) for minimum standards for delivery of services. Review any resource sharing agreements to determine how costs are allocated among the partners.

Agreements

1. Finding Needs Improvement None Exemplary

Review the Memorandum of Understanding (MOU) between the WIB and required partners to determine if all required elements are included as listed in the Act at section 121 (C) (2). The MOU is located in the State Plan.

Does the MOU contain provisions describing the following, per WIA 121 (C) (2)?

- (1) The services to be provided through the one stop delivery system.
- (2) How costs of such services & operating costs of the system will be funded.
- (3) Referral methods for individuals between one stop operator & one stop partners.
- (4) Duration of the MOU & procedures for amending it.
- (5) Other provisions as the parties to the agreement determine to be appropriate.

2. Finding Needs Improvement None Exemplary

Are core services attributable to the partner program available at the comprehensive one stop center? Is access made available to its other services and the services of the other partners?

May be provided through the use of appropriate technology at the center by co-locating personnel at the center; cross-training of staff or through a cost reimbursement or other agreement between partners as agreed to in the MOU.

3. Finding Needs Improvement None Exemplary

Are the minimum core services, as agreed to and listed in the Services & Methodology Tables of the State Plan, attachment 11 & 12 (attached) being provided or made available as indicated?

Center Operations
Remaining questions are determined in an interview with the one stop operator/provider

4. Finding Needs Improvement None Exemplary

How are the day-to-day decisions being made concerning the operation of the one stop center? Are the roles of the operator reflective of the plan/consortium agreement?

5. Finding Needs Improvement None Exemplary

Examine the cost sharing methodology. Ask for the rationale on cost contribution for each partner. Is there equity in the cost sharing? i.e., supplies, building, utilities, maintenance (refer to resource sharing agreement)

Service Delivery

6. Finding Needs Improvement None Exemplary

a) How are the partners delivering services? If via electronic means, do they refer to the web site? Is service access adequate? If an affiliate partner, are services available on *IdahoWorks* and do they offer assisted access to information about the system?

b) What are the hours/days the partner is available? Does it meet customer demand?

c) How are customers made aware of the services available from all partners? Ask how they make and accept referrals; is it as described in the agreement?

d) Are WIA core, intensive, training and youth services made available to customers in the one stop?

e) At what stage in the core services process are individuals registered for WIA services? (How are they selected?)

f) What processes are used to establish the "need" or eligibility for intensive & training services?

g) How does the provider determine these services are appropriate?

h) Describe how the One Stop administers Personal Reemployment Accounts (PRAs) and services to PRA eligible individuals.

7. Finding Needs Improvement None Exemplary

Have the operator describe how each of the following services are provided in the center or at the affiliate location: (Note any problem areas or areas of exemplary/innovative approaches.)

Core Services

Outreach, intake, orientation (*note if they are behind in expenditures or enrollments and whether there is an outreach plan in place*).

- Eligibility for WIA, title 1
- Initial assessment
- Job Search & Placement, including guidance
- Provision of employment statistics (LMI)
- Program performance information
- Assistance in establishing eligibility for financial aid
- Supportive Service information and referral, including childcare & transportation
- Title 1 participant follow-up

Intensive Services

For those who cannot attain or retain self-sufficient employment following core services, with priority given to low-income individuals.

- Comprehensive and specialized assessments
- Development of Employability plan
- Group or individual counseling
- Short-term pre-vocational skills
- Basic skills, including computer skills
- Work Experience
- Internships
- Job Shadowing
- Job Search and relocation assistance
- Supportive services

Training Services

For those who have met eligibility for intensive services and are unable to obtain self-sufficient employment through those services, and are in need of and have the skills to benefit from training, who qualify according to the priority system, and who need assistance beyond Pell. This list is not exhaustive, nor must all services be offered.

- Occupational skills training, including non-traditional OJT
- Workplace training combined with instruction
- Training Programs operated by the Private sector
- Skill upgrade and retraining
- Entrepreneurial training
- Job readiness training
- Adult education combined with skill training
- Customized training

Excerpt from WIAP # 5-99 – Page 3 of 8

...development system that identifies the service options available to individuals and helps to facilitate access to these services.

The partner may provide core services at the center:

- Through the use of appropriate technology at the center;
- By co-locating personnel at the center;
- Cross-training of staff; or
- Through a cost-reimbursement or other agreement between center partners as agreed to in the MOU.

POLICY

The minimum service standards that will apply to the delivery of services is as follows:

1. Required One Stop Partners will make applicable core services available and provide access to other services in at least one physical One Stop Center within each workforce region.
2. Partners may utilize any authorized methodology to deliver core services provided the methodology
 - is consistent with the Partner’s authorizing legislation and the WIA;
 - does not require the customer to travel to another location to obtain the core service; and
 - meets minimum standards of accessibility set forth in section 188(a)(1) of the WIA. {prohibition against discrimination}}
3. Access to other partner activities and programs will be described in the local MOU.

ADDITIONAL SITES

BACKGROUND

In addition to the comprehensive centers, the regulation notes that WIA allows for three other arrangements to supplement the comprehensive center. These supplemental arrangements include:

- (1) a network of affiliated sites that can provide one or more of the programs, services and activities of the partners;
- (2) a network of One Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site and through which all individuals are provided information on the availability of core services in the local area; and
- (3) specialized centers that address specific needs. The particular design, including the number of centers and other supplemental arrangements will be identified as a process of negotiation of the MOU with the Local Workforce Investment Board. One Stop partners have an obligation to ensure that core services that are appropriate for their particular populations are made available at one comprehensive center. It is not required that partners provide applicable core services exclusively at a One Stop Center. Further, a partner is not required to route all of its participants through the comprehensive One Stop Center. If an individual enters the system through one of the network sites rather than the comprehensive One Stop Center, the individual may still obtain certain services at the network site and information about how and where all the other services provided through the One Stop system may be obtained.

WIA CORE SERVICES TABLE Attachment 11	WIA Adults	Dislocated Workers	WIA Youth	Job Corps ¹	WIA Native American ¹	WIA MSFW	WIA Veterans ²	Wagner Peyster	U.I.	ABE	Vocational Rehabilitation	V.R. Blind	V.R. Client Assistance	SCSEP	Carl Perkins ⁴	Veterans DVOP/LVER	TAA NAFTA	CSBG E&T	HUD E&T ¹	TAFI ⁵	Food Stamps ³	
1. Eligibility for WIA - Title I	X	X	X			X								X								
2. Outreach, intake, orientation	X	X	X			X	X	X		X	X	X		X		X	X	X		X		X
3. Initial Assessment	X	X	X			X	X			X	X	X		X		X						
4. Job Search and Placement	X	X	X				X	X			X	X		X		X						
5. Provision of Employment Statistics (Job Vacancies, job skills, occupations in demand)								X			X	X										
6. Program Performance information																						
➤ Title I eligible providers	X	X																				
➤ WIA Youth			X																			
➤ ABE eligible providers										X												
➤ Carl Perkins (ps/do)															X							
➤ Vocational Rehabilitation											X	X										
7. Area and OS performance	X	X	X																			
8. Supportive Service Info	X	X	X			X	X							X		X						
9. Filing UI Claims (info)									X													
10. Assistance in establishing eligibility for financial aid	X	X	X											X								
11. Title I Client follow-up	X	X	X											X								

¹ Local Program Only - Five autonomous Native American Grantees will independently negotiate services with the IWBs; Job Corps and HUD operate in single areas and will negotiate services with local IWB.

² This is a competitive grant program currently operated by IDOL. Core services provided by Job Service Veterans' Representatives.

³ Local Program Only with offices in Boise, Pocatello, Moscow

⁴ Carl Perkins generally does not operate programs; therefore, core services apply only if local entity provides a program for non-traditional training or to target groups.

⁵ TANF and Food Stamps Employment and training are voluntary One Stop Partners.

WIA CORE SERVICES METHODOLOGIES TABLE Attachment 12 Delivery Considerations	WIA Adults	Dislocated Workers	WIA Youth	Job Corps ¹	WIA Native American ¹	WIA MSFW	WIA Veterans ²	Wagner Peyser ES U.I.	ABE	Vocational Rehabilita ...	V.R. Blind	V.R. Client Assistance	SCSEP	Carl Perkins ⁴	Veterans DVOP/LVER	TAA NAFTA	CSBG E&T	HUD E&T ¹	TAFI ⁵	Food Stamps ⁵
1 Population Served																				
Universal	X							X	X											
Restricted		X	X			X	X			X	X		X	X	X	X	X		X	X
2. Preferred Delivery Process(es) - Minimum offered																				
<i>Technology (Idaho Works, phone, video) and/or printed – Unassisted at the center</i>	X	X	X			X	X	X	X	X	X			X	X	X	X		X	X
Cross-Training of staff									X											
By Appointment or Itinerant						X	X	X	X	X	X		X		X	X				
Co-location - Part time								X	X				X				X			
Co-location - Full time	X	X	X						X				X							
Cost Reimburse Center Partners	X	X	X						X				X							
3. Limitations																				
Services may be performed only by agency staff						X		X	X		X	X			X	X			X	X

¹ Local Program Only

² This is a competitive grant program currently operated by IDOL. Core services provided by Job Service Veterans' Representatives.

³ Local Program only with offices in Boise, Pocatello, Moscow

⁴ Carl Perkins generally does not operate "programs"; therefore, core services apply only if local entity provides a program for non-traditional training or to target groups.

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