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# PY 2013-14 Workforce Investment Act Program Process Management Review Tool

**RWB/Contractor Name:**

**Dates of Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Completed By:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ROLE OF YOUTH COUNCIL** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1.1 Are there any policies and procedures related to the Youth Council’s responsibilities as described in the local plan? (Obtain copy of policies and procedures and review to verify that they correspond with the local plan description).  |  | [ ]  |  | [ ]  |  |  |
|  |  1.2 Do the policies and procedures ensure the involvement of the Youth Council in the selection of youth service provider(s)? (Review policies and procedures obtained under Question 1.1 and verify that the procurement process corresponds with the local plan description and that no changes have been made since submission of the current plan).  |  | [ ]  |  | [ ]  |  |  |
|  | 1.3 Did the Youth Council actively participate in the selection  of youth service providers? (Obtain evidence via meeting minutes and action items, and review to confirm the Youth Council’s involvement in the selection process). |  | [ ]  |  | [ ]  |  |  |
|  | 1.4 Do the policies and procedures describe the Youth  Council’s role in coordinating youth activities beyond the selection of youth providers? (Review material obtained  in 1.1 to determine the extent of the Youth Council’s involvement in the oversight of youth activities). |  | [ ]  |  | [ ]  |  |  |
|  |  1.5 Does the Board have a working Youth Council? (Review materials obtained in 1.3 to verify the Youth Council’s actual involvement in the oversight and/or coordination of youth activities, i.e., frequency of meetings, topics of discussion, actions, etc.).   |  | [ ]  |  | [ ]  |  |  |
|  | **YOUTH PROGRAM ELEMENTS**  |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 2.1 Does the RWB make available each of the ten program elements listed in WIA section 129 (c)(2) as service options for youth participants? Note: Review local plan and MOU and/or contracts to verify available elements. |  | [ ]  |  | [ ]  |  |  |
|  | **INTERNAL MONITORING** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 3.1 Does the RWB have written policies and procedures in place? **(Obtain copies)** If no, how does the RWB ensure that internal and external monitoring complies with federal and State provisions and other applicable laws?  |  3.1 Specify how frequently internal monitoring is conducted. | [ ]  |  | [ ]  |  |   |
|  |  3.2 Do policies, procedures or schedules specify when staff will conduct monitoring?( i.e., quarterly, semi annually, etc.). **If yes, indicate timeframe(s).** |  | [ ]  |  | [ ]  |  |  |
|  | 3.3 Have any tools been developed to conduct monitoring? **(Obtain copy of tool).**  **If no, what process is used to monitor?**  |  | [ ]  |  | [ ]  |  |  |
|  | 3.4 Are reports written as a result of the monitoring reviews? **(Obtain copies).**  |  | [ ]  |  | [ ]  |  |  |
|  | 3.5 Was a Corrective Action Plan (CAP) required and has follow-up been conducted? **(Obtain copies)**  |  | [ ]  |  | [ ]  |  |  |
|  | **COMMON MEASURES PERFORMANCE DATA** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  |  4.1 Did the RWB meet or exceed their performance outcomes during the prior program year?  |  | [ ]  |  | [ ]  |  |  |
|  | 4.2 For those measures that were not met, has Technical Assistance (TA) been requested? If yes, when?  |  | [ ]  |  | [ ]  |  |  |
|  | **BEST PRACTICES** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  |  5.1 Has the region implemented any notable practices that meet eligible funding requirements? (If yes, provide a brief write-up detailing the notable and/or best practice).  |  | [ ]  |  | [ ]  |  |  |