



**Combined Management Process Review Tool**  
**Program Year (PY) 2021-2022**

LWDB Name and Number: \_\_\_\_\_

Dates of Review: \_\_\_\_\_

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

LWDB Staff Completing the Tool: \_\_\_\_\_

**GENERAL PROGRAM QUESTIONS**

LOCAL OPERATING PROCEDURES	YES	NO	COMMENTS
<b>References: Memo dated January 27, 2021 New Process for Local Operating Procedures.</b>			
1. Does the LWDB have local policies or procedures (LOPs) in place to administer each of the following programs: Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser (WP), Welfare Transition (WT), Trade-Adjustment Assistance (TAA) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)? (Provide copies of each or indicate where these can be found). If no, please indicate in the comment section which programs do not have LOPs.	<input type="checkbox"/>	<input type="checkbox"/>	
2. If yes to #1, do the LOPs include methods for referring individuals between the local one-stop centers and partners for appropriate services and activities?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MONITORING</b>			
<b>References: Grantee Subgrantee Agreement Sections 15(a),(c), &amp; (f); DEO Administrative Policies 093 Sections (C) &amp; (D); and 104 Section IV(A)(2).</b>			
1. Do local policies or procedures include internal monitoring of all programs? (Provide copies or indicate where this can be found). If no, how does the LWDB ensure that internal and external monitoring complies with federal and state provisions and other applicable laws?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do policies, procedures or schedules specify when staff will conduct monitoring of its workforce programs (i.e., monthly, quarterly, semi-annually, etc.)? If yes, indicate timeframe(s) or provide a copy of the schedule.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has any monitoring been conducted by the LWDB during the review period?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are reports written and corrective action required as a result of monitoring issues found? If yes, provide copies of the	<input type="checkbox"/>	<input type="checkbox"/>	

monitoring reports and CAPs. If no, how are staff informed of the monitoring results?			
<b>LOCAL DEO MERIT STAFFING STRUCTURE</b> References: Grantee-Subgrantee Agreement: Sections 6(a) and 13(a).			<b>COMMENTS</b>
1. Are any services being performed by DEO staff? If so, what programs and services are they performing?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is a staffing structure chart maintained for each career center site where DEO staff are located? Please provide copy or indicate where it is located.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the LWDB provide a copy of the staffing structure in an organizational chart to DEO Human Resources annually by July 1 or within 30 days upon changes to the organization structure? If yes, has a staffing chart been submitted for the current year? Please submit a copy of the documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has the LWDB appointed a local personnel liaison for coordinating personnel-related activities for DEO staff? If yes, provide the name of the contact liaison and indicate whether (s)he is a DEO employee.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has the LWDB adopted an employee ethics code and appointed or named a Chief Ethics Officer to carry out the provisions of Chapter 112, Florida Statutes? If yes, please provide the name of the Chief Ethics Officer and a copy of the ethics code documentation.	<input type="checkbox"/>	<input type="checkbox"/>	

**WELFARE TRANSITION (WT)**

<b>SCHEDULING INITIAL APPOINTMENTS</b> References: Florida's Work Verification Plan.	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. If assigned to job search or job readiness assistance activities, what is the method used by the LWDB to certify that at least 10 percent of the participant hours are completed? If there are any LOPs explaining the method used, please provide a copy or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CLOSING CASES IN THE ONE-STOP SERVICE TRACKING (OSST) SYSTEM</b> References: 45 CFR 261.10, 12-14; Sections 414.065 F.S., Rule 65A-4.205, F.A.C.; and DEO FG 03-037.	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. If a closed case is reopened to lift a sanction after participants complete their required task(s), when is the case closed out in the OSST system? If there are any LOPs explaining this process, please provide a copy or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EMPLOYMENT & TRAINING**

<b>SCHEDULING INITIAL APPOINTMENTS</b> References: Memo dated January 5, 2017; State Plan.	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Does the LWDB manually schedule initial appointments (code 590)?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>SANCTIONS</b>		<b>YES</b>	<b>NO</b>	
<b>References: State Plan; 7 CFR 273.7(i) and 7 CFR 273.7(b).</b>				
1.	Are there policies or procedures in place to ensure that participants are not engaged in an activity while serving a sanction? If yes, indicate where to locate policy. If no, please explain the process in the comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are there policies and procedures in place to ensure an activity is assigned by the case manager and completed by the participant prior to a sanction lift? If yes, indicate where to locate policy. If no, please explain the process in comment section.	<input type="checkbox"/>	<input type="checkbox"/>	

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

<b>WIOA ADULT PROGRAM</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>References: Administrative Policy Number 105.</b>				
1.	Are there any policies and procedures in place to address Priority of Service for WIOA adult participants? If yes, please provide a copy or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WIOA YOUTH PROGRAM</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>References: 20 CFR 681.420, 460-470, and 20 CFR 600.</b>				
1.	Are all 14 program elements made available to youth participants? If yes, please provide a list of providers identified that covers each of the 14 program elements, as well as the LWDBs local policy/ MOU or contracts that demonstrate the availability of each program element.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Has the LWDB established a process to ensure parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of the youth program? If yes, please provide a copy of the established process/procedure.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Does the work experience activity provided to youth participants include the required academic and occupational education components? If yes, please provide a copy of the work experience program design.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WIOA YOUTH CAREER PATHWAY</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>References: 20 CFR 681.420 (a)(2); WIOA Sections 116 (b)(2)(A)(ii).</b>				
1.	Is there a process/procedure in place to ensure disconnected youth are provided career pathways to access educational and occupational opportunities which enhance their long-term career goals? If yes, please provide a copy of the plan/process. If no, please explain how this is done in the comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Do career pathways established provide a combination of rigorous and high-quality education, training, and other services in a manner that accelerates the educational and career advancement of the participant? Please explain in comment section or provide supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WIOA YOUTH COMMITTEE</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>References: 20 CFR 681.100-120.</b>				
1.	Has the LWDB established a standing youth committee? If yes, are there any policies or procedures related to the youth committee's makeup and responsibilities as described in the	<input type="checkbox"/>	<input type="checkbox"/>	

local plan? If yes, please provide copy or indicate where this can be found.			
2. If a standing youth committee has been established, is a local board member the chairperson of the committee?			
3. If no youth committee is in place, how does the LWDB administer and oversee the local youth programs? Please explain in comment section.			

**TRADE-ADJUSTMENT ASSISTANCE (TAA)**

LOCAL OPERATING PRACTICES References: Trade Act 2002, TAARA 2015 & Administrative Policy No. 114, TEGLs 22-08, 10-11, 7-13 TEGL 11-02, 05-15, 20 CFR 682.300 – 682.370, DEO Memo Rapid Response Requirement Dated 02/14/20, PIRL and TAPR, USDOL TAA Data Integrity Requirement, 20 CFR 618.325, 20 CFR 617.30, 20 CFR 618.400-460, FG-039, DEO Memo State Definition of Commuting Area Dated 02/19/19, Trade Act 2002, Employ Florida Changes Memo dated 3/4/2019, 20 CFR 618.890, Administrative Policy No. 107 and 108.	YES	NO	COMMENTS
1. Briefly describe the coordination of services between Rapid Response and TAA when a dislocation is trade-related. Does the coordination of services include the process for trade-affected workers to receive rapid response assistance and the opportunity to participate in a TAA Information Session?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the TAA Coordinator a merit staff employee? If no, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a policy or practice on co-enrolling TAA participants in WP and/or WIOA when appropriate? If so, please describe the process.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the LWDB utilize Job Search and/or Relocation Allowances for eligible individuals? If yes, is there a policy in place to support this?	<input type="checkbox"/>	<input type="checkbox"/>	
5. What is the approval process for individuals needing remedial, English as a second language and/or prerequisite training?	<input type="checkbox"/>	<input type="checkbox"/>	

**WAGNER-PEYSER (WP)**

<b>PRIORITY REEMPLOYMENT PLANNING (PREP) PROGRAM</b> <b>References: UIPL 8-20 &amp; 13-21; FL Administrative Rule 73B-11.028.</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Does the LWDB provide PREP services?	<input type="checkbox"/>	<input type="checkbox"/>	
2. If yes to #1, does each participant receive an orientation?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If yes to #2, does the orientation contain the required WP and RA information? (Please provide a copy of the LWDB orientation presentation or indicate where this can be found).	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does each participant receive an assessment? If no, please explain in comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)</b> <b>References: UIPL 8-20 &amp; 13-21; CSF Admin Policy 068 (RESEA).</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Does the LWDB provide RESEA services?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the orientation provided to RESEA participants include all RESEA requirements? Please provide a copy of the orientation package or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the RESEA program conducted by RESEA grant paid staff as designated in the LWDB's RESEA budget? If not, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>JOB SEEKER ENGAGEMENT, PARTICIPATION, AND EXITS</b> <b>References: DEO Administrative Policy 115 and Employ Florida Code Guide.</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Does the LWDB have written policies and procedures in place for determining a job seeker's continued participation in the WP program? If yes, please provide a copy. If no, how are job seeker case closures determined and conducted?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the LWDB have written policies and procedures in place for identification of job seeker services considered information -only? If yes, please provide a copy. If no, please describe how locally a service is determined to be an information only service.	<input type="checkbox"/>	<input type="checkbox"/>	

**LOCAL IMPLEMENTATION OF SECTOR STRATEGIES**

<b>SECTOR STRATEGIES</b> <b>References: Code of Federal Regulations (CFR) Title 20 CFR 678.435 and Local Plan.</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Are there policies and procedures in place to address the LWDB's local sector strategy? If yes, provide copy of policies and/or procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
2. What is your designated targeted sector?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the LWDB have documentation reflecting the number of individuals trained in the designated targeted sector? If yes, provide current number of participants trained in the designated targeted sector. If no, provide a plan of action describing how the LWDB will capture the number of individuals served in the designated targeted sector.	<input type="checkbox"/>	<input type="checkbox"/>	

<p>4. Does the LWDB have documentation of the outreach/services to employers in your targeted sector, including the percentage of businesses touched within the specific sector? If yes, provide outreach information and list of participating employers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. If yes to #4, briefly describe the special events geared toward your targeted sectors.</p>	<input type="checkbox"/>	<input type="checkbox"/>	