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# PY 2015-16 DEO Program Process

# Management Review Tool

**Local Workforce Development Board (LWDB) Name and Number:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Person(s) Completing Tool:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# General Program Questions

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCAL OPERATING PROCEDURES** | **YES** | **NO** | **COMMENTS** |
| 1. Does the LWDB have local policies or procedures in place to administer each of the following programs; WIA, WP, WT, TAA, SNAP? (Provide copies of each). If no, please indicate which programs in the comment section. |  |  |  |
| 1. Do the policies or procedures include internal monitoring of these programs? (Provide copies). If no, how does the LWDB ensure that internal and external monitoring complies with federal and State provisions and other applicable laws? |  |  |  |
| 1. Do policies, procedures, or schedules specify when staff will conduct monitoring? (i.e., quarterly, semi-annually, etc.). **If yes, indicate timeframe(s).** |  |  |  |
| 1. Are reports written and corrective action required as a result of monitoring? |  |  |  |

# Workforce Investment Act (WIA)

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| --- | --- | --- | --- |
| **ROLE OF YOUTH COUNCIL** | **YES** | **NO** | **COMMENTS** |
| 1. Are there any policies and procedures related to the Youth Council’s responsibilities as described in the local plan? (Provide copy). **Note: Role of the youth Council not applicable after June 30, 2015.** |  |  |  |
| 1. Do the policies and procedures ensure the involvement of the Youth Council in the selection of youth service provider(s)? |  |  |  |
| 1. Did the Youth Council actively participate in the selection of youth service providers? (Provide copies of council meeting minutes and action items). |  |  |  |
| **COMMON MEASURES PERFORMANCE DATA** | **YES** | **NO** | **COMMENTS** |
| 1. Did the LWDB meet or exceed their performance outcomes during the prior program year? |  |  |  |
| 1. If not, has Technical Assistance (TA) been requested? If yes, when? |  |  |  |

**Trade Adjustment Act (TAA)**

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| --- | --- | --- | --- |
| **LOCAL OPERATING PROCEDURES** | **YES** | **NO** | **COMMENTS** |
| 1. Are there any policies and procedures related to Rapid Response and TAA? If no, please describe what guiding principles are used. |  |  |  |
| 1. Is the TAA Coordinator a merit staff employee? If no, please explain. |  |  |  |
| 1. Is there a financial “cap” on training services? If yes, what is the amount? What is the process if the “cap” does not cover the total training costs? |  |  |  |
| 1. Is there a policy or practice on co-enrolling TAA participants in Wagner-Peyser and/or WIA, when appropriate? If so, please describe the process. |  |  |  |
| 1. Does the region utilize Job Search and/or Relocation Allowances for eligible individuals? If yes, is there a policy in place to support this? |  |  |  |

# Supplemental Nutrition Assistance Program (SNAP)

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| --- | --- | --- | --- |
| **PERFORMANCE** | **YES** | **NO** | **COMMENTS** |
| 1. How many staff positions are currently assigned to SNAP? |  |  |  |
| **EMPLOYMENT RETENTION SERVICES (ERS)** | **YES** | **NO** | **COMMENTS** |
| 1. If the region is operating an ERS program, do you have a policy and procedure in place to administer the program? If yes, please provide a copy. |  |  |  |

# Welfare Transition (WT)

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| --- | --- | --- | --- |
| **ORIENTATION and WORK ACTIVITIES** | **YES** | **NO** | **COMMENTS** |
| 1. Does the WT orientation provide detailed information about the WT program? (Provide copy of Orientation Packet). If no, please explain in comment section. |  |  |  |
| 1. What is the method used by the LWDB to certify hours in job search and job readiness for at least 10% of the participant logs and timesheets? |  |  |  |

# Wagner-Peyser (WP)

|  |  |  |  |
| --- | --- | --- | --- |
| **MSFW QUESTIONS** | **YES** | **NO** | **COMMENTS** |
| 1. Is there a Farmworker Career Development Program (FCDP) service provider located in the region’s jurisdiction? If so, do you have an established partnership with the FCDP service provider? If no, please explain in comment section. |  |  |  |
| **PREP SERVICES** | **YES** | **NO** | **COMMENTS** |
| 1. Does the LWDB provide PREP services? |  |  |  |
| 1. Does each participant receive an orientation? |  |  |  |
| 1. If yes to #2, does the orientation contain the required WP and RA information? (Please provide a copy of the LWDB orientation presentation). |  |  |  |
| 1. Does each participant receive an assessment? If no, please explain in comment section. |  |  |  |
| **REA SERVICES** | **YES** | **NO** | **COMMENTS** |
| 1. Does the LWDB provide REA services? |  |  |  |
| 1. Does the orientation provided to REA participants include all REA requirements? |  |  |  |
| 1. Is the REA program conducted by REA grant paid staff as designated in the region’s REA budget? If not, please explain. |  |  |  |
| **Management Information Systems (MIS)** | **YES** | **NO** | **COMMENTS** |
| 1. Does the LWDB have a policy, procedure, or business process in place related to user account information? If yes, provide copy of written guidelines. If no, how does the region manage user account information? |  |  |  |
| 1. Do written guidelines specifically address information security protocols and guidelines for MIS access for new/current employees? If no, how is this done? |  |  |  |
| 1. Do written guidelines cover procedures for revoking access permissions for employees who are terminated or are no longer employed by the region? If no, how is this done? |  |  |  |
| 1. Does the LWDB periodically review/monitor user privileges and modify or deactivate access when required. |  |  |  |
| 1. Is the LWDB security officer notified in a timely manner whenever a person needs access or their access needs to be revoked? |  |  |  |
| 1. How does the LWDB safeguard confidential information and documents? |  |  |  |
| 1. Does the LWDB maintain an up-to-date and accurate list of all current and former MIS users (LWDB and contract staff) and user account information? Please provide list and the systems they have/had access to. |  |  |  |
| 1. Are access and termination checklists and forms in place to ensure that proper protocols are being followed? If not, how is this done? |  |  |  |