

Approved Date: February 14, 2025

Effective Date: February 15, 2025

Subject: Monitoring Policy

Purpose

- I. The purpose of this policy is to provide guidance on the internal monitoring process for the Workforce Innovation and Opportunity Act (WIOA) Title I Program.
- II. The purpose of monitoring is to ensure the integrity of the Title I Program through the review of performance measures, compliance with policies and identify successful methods and practices that serve to enhance the system through continuous improvement.


Programmatic Monitoring Process

- I. Monitoring will be conducted on-going, informally throughout the year per the activity/service approval process that includes, but not limited to, a review of participant files, documentation, case notes and reports. Issues or concerns related to monitoring may be communicated via emails, staff discussions, and staff meetings and should be addressed immediately.
- II. In addition, formal monitoring will be conducted at least annually to include a comprehensive review of programmatic and financial documentation by Iowa Workforce Development.
- III. Active File Reviews, of no less than 10% of the Active Caseload, will be conducted monthly by the Title I Program Coordinators. Reviews will be conducted in accordance with the Monitoring File Review Checklist Tool provided by Iowa Workforce Development.
 - A. Following each monthly review, Title I Program Coordinators will document findings on a Monthly Active Caseload Review tool and share with the Title I Program Manager and leadership team.
 - B. In addition, the Title I Program Coordinators will do a monthly review of data entries that relate to key performance indicators and document findings on a tool shared with the Title I Program Manager and leadership team.

Fiscal Monitoring Process

I. Invoices and documentation for payment requests are reviewed and approved by the Title I Program Manager and sent to Title I Program Coordinators for final approval and submission to the Finance and Accounting Division for process and distribution of funding.

Attachments

- [Iowa Plains Title I Program Monthly Manager Report \(Template\).xlsx](#)
-  [Review Checklist PY24 Master](#)

*Equal Opportunity Program / Employer – Auxiliary aids and services available upon request
for individuals with disabilities*