

IN-HOUSE MONITORING PRACTICES

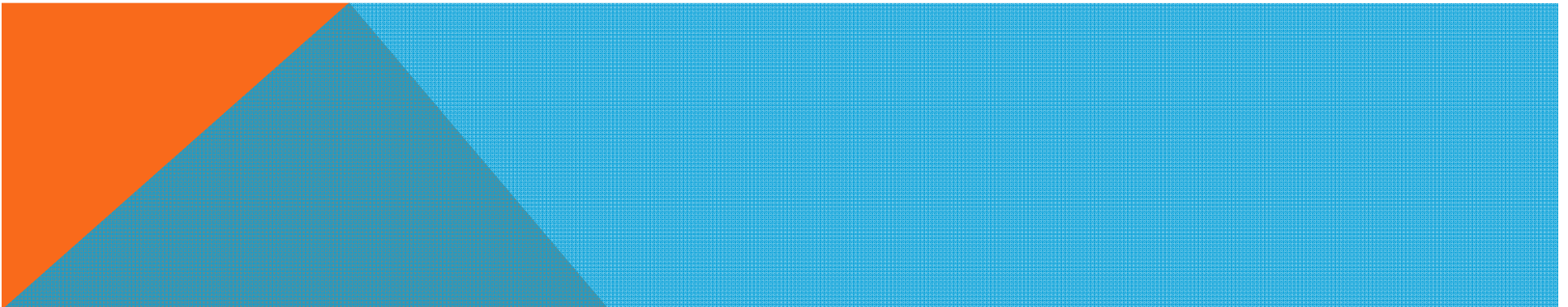
CENTRAL WORKFORCE ALLIANCE 2011



Ana Narvaez, Compliance Officer

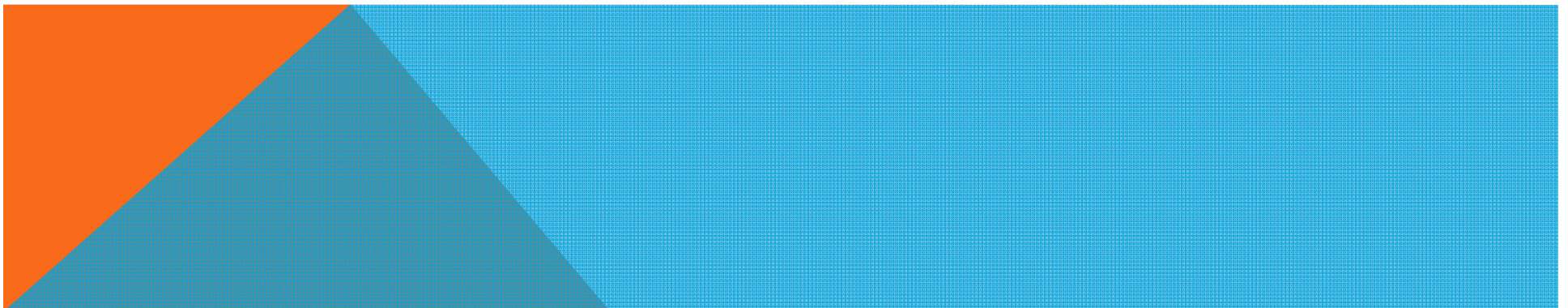
TOPICS TO BE ADDRESSED

- Department of Labor
Expectations/Requirements
- Monitor Objectives and Procedures
- Scope and Methodology
- Monitoring tools
- Monitoring reporting



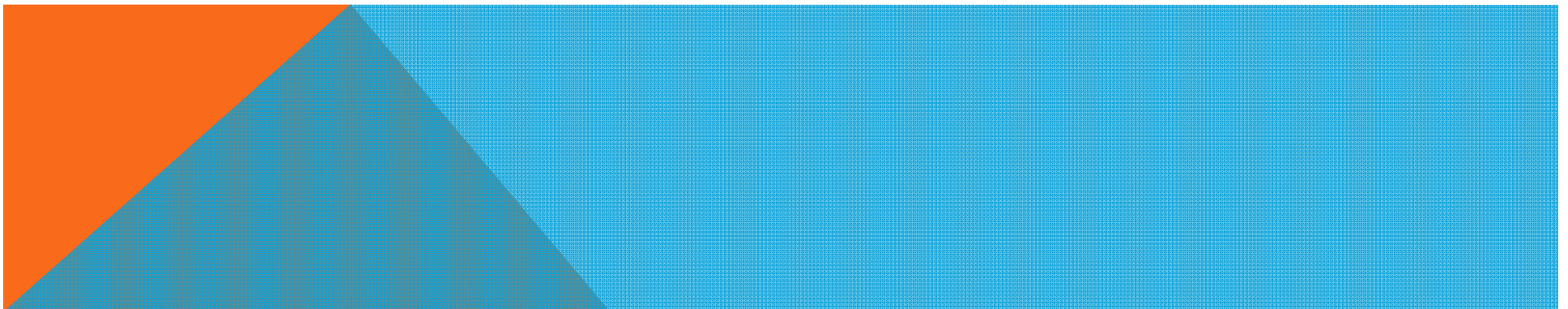
DEPARTMENT OF LABOR EXPECTATIONS/REQUIREMENTS

- In House On Site Monitoring
- Accountability
- Performance
- Common Measures
- Labor Market /Training Dev
- MOU's/Co-enrollments
- Employer contact



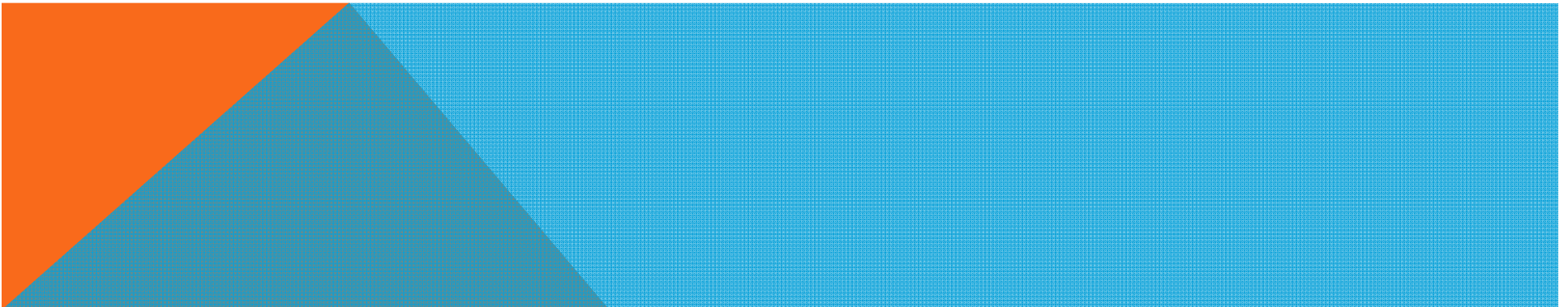
MONITORING OBJECTIVE

- To substantiate the compliance of financial and operational policies and procedures according to DOL Core Monitor Guide of NFJP grantee.
 1. Identify weaknesses and areas of non-compliance before FPO monitors
 2. Identify best practices
 3. Allow sufficient time for corrective action



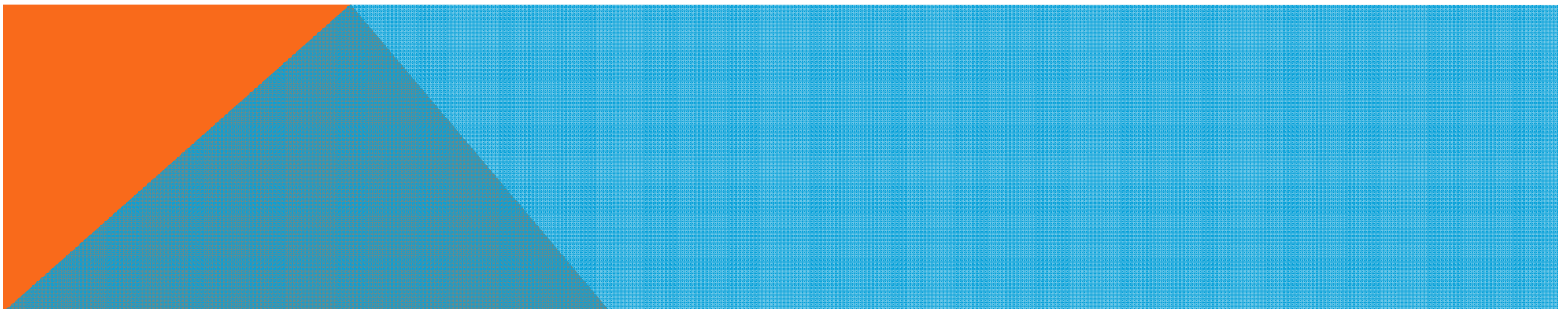
SCOPE AND METHODOLOGY

- ❖ Verify that petty cash balances are current and accurate
- ❖ Substantiate that emergency accounts balances are current and accurate
- ❖ Verify that vendors and training providers comply with MET's reimbursement policies and procedures
- ❖ Observe staff's ability to communicate with customers, training providers and vendors
- ❖ Examine staff paperwork for accuracy and comprehensiveness
- ❖ Evaluate the techniques used by staff members to record and document interaction with customers



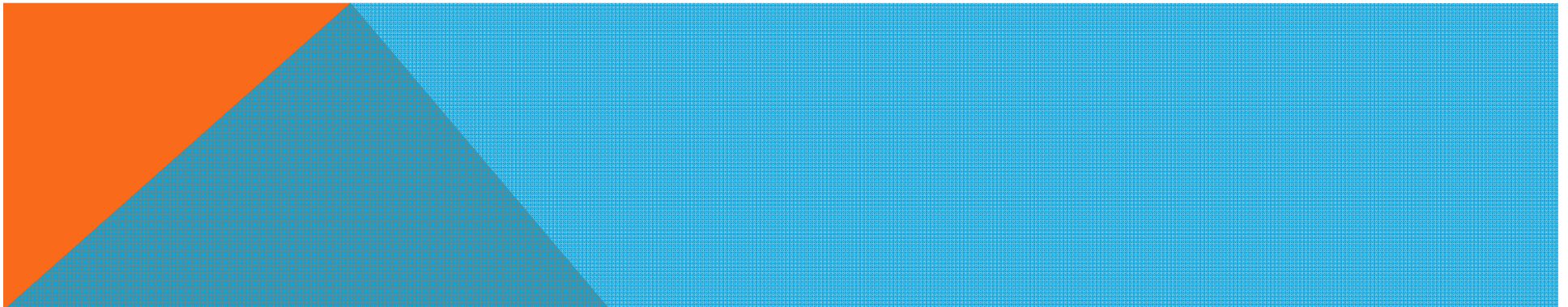
Examine customer files focusing on the following areas:

- ✓ Accuracy
- ✓ Completeness
- ✓ Procedural compliance
- ✓ Eligibility compliance



MONITORING TOOLS

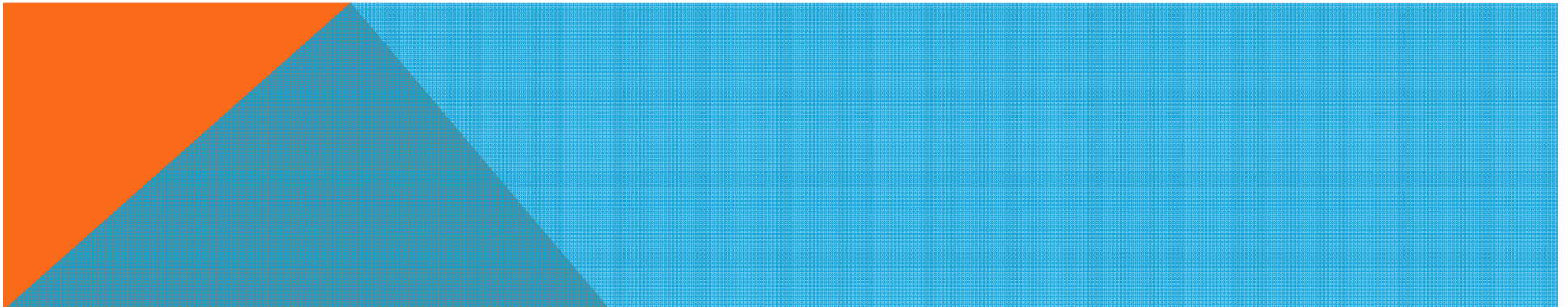
- ❖ Petty cash reconciliation form
- ❖ Emergency account questionnaire
- ❖ Vendor compliance questionnaire
- ❖ Training provider compliance questionnaire
- ❖ Program compliance questionnaire
- ❖ Customer Intake Compliance questionnaire
- ❖ Customer verification form
- ❖ Employer Network Log



MONITORING REPORTING

Compile and submit the following to Executive Director for review:

- ✓ A written narrative of the monitoring visit
- ✓ Completed monitoring forms
- ✓ Additional documents collected during the monitor visit



THANK YOU
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