



Department of
**Labor & Workforce
Development**

MONITORING GUIDE

Program Years 2023-2024



Contents

Introduction	4
Process/Methodology	4
Requirements of LWDBs to Monitor All Local WIOA-Funded Contracts	4
Program Oversight	5
LWDBs and Fiscal Agents	5
Required LWDB Policies and Procedures.....	6
Providing Notice of Equal Opportunity and Nondiscrimination	6
General Prohibitions on Discrimination.....	6
Providing Initial and Continuing Notice	7
Publications, Broadcasts, and Other Communications.....	8
TDLWD Central Office Monitoring: Workforce Service Program Staff Procedures	8
Overall Responsibilities.....	8
Scheduling.....	8
Workforce Services Case File Review Process	9
Notification Process	9
Corrective Action	10
Annual On-Site Visit	10
Special Award Grant Monitoring	10
Policy and Contract Reviews	10
TDLWD Central Office Monitoring: Performance Accountability Review (PAR) Procedures	10
Overall Responsibilities.....	10
Time Schedules	11
Notification Process	11
Entrance Conference	11
PAR Monitoring Process.....	12
Exit Conference	12
Monitoring Report	12
Corrective Action	12
Program Descriptions	13
Wagner Peyser.....	13
Senior Community Service Employment Program.....	13

Trade Adjustment Assistance.....	13
WIOA Title I (Adult, Youth and Dislocated Worker Programs)	13
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)	14
Re-Employment Services and Eligibility Assessment (RESEA)	14
Jobs for Veterans State Grant	14
Agency Monitoring Cycle.....	14
FTE Monitoring Staff	14
Corrective Action/Monitoring Report Procedure	14
Tennessee Department of Labor and Workforce Development Contact Information	15
Program Contact Information	15
Fiscal Contact Information	15
Program Accountability Review (PAR) Contact Information	15
Disclaimer.....	15
Appendices	16
Total Sub-recipient Contracts	16
Total Sub-recipient Contracts Population.....	16
Total Sub-recipient Contracts to be Monitored.....	16
Sub-recipient Risk Assessment	16
Explanation of Previous Cycle Monitoring Findings.....	16
Program Monitoring Guides	16
Equal Employment Opportunity Questionnaire	16

Monitoring Guide 2023

Introduction

Monitoring and technical assistance are integral parts of the Tennessee Department of Labor and Workforce Development's (TDLWD) oversight responsibilities, as required by law. Monitoring is an essential part of program and financial management to ensure compliance with applicable laws, regulations, integrated workforce plans, provider agreements, policies, and procedures. Monitoring identifies areas of strength and weakness in operations to develop program performance. Technical assistance improves program operation and management capabilities.

TDLWD's approach to program and fiscal monitoring of each Local Workforce Development Board (LWDB) and sub-recipient uses a combination of on-site monitoring and desktop monitoring, as prescribed in Workforce Innovation and Opportunity Act (WIOA) Section 183. Special on-site reviews may be conducted to investigate allegations of mismanagement or to clarify questionable findings during monitoring. Special reviews may or may not result in corrective action.

The State must conduct an annual, on-site monitoring review of each LWDA's fiscal compliance with 2 CFR 200, as required by WIOA Section 184(a)(4). Specific information will be requested from the LWDB, or its designated staff, and will be reviewed virtually prior to the on-site review. The TDLWD has established a more strategic method for programmatic and performance monitoring—through the implementation of Jobs4TN—which allows for virtual (desktop) monitoring of participant files and the upload of supporting documentation, including policies and program notes. On-site monitoring will still be conducted at a minimum of once per program year for both programmatic (carried out by Workforce Services staff) and fiscal monitoring (carried out by PAR staff).

Monitoring may also occur at the discretion of TDLWD and as the need is indicated by LWDBs. This flexibility allows for collaboration between the TDLWD and the LWDBs.

Process/Methodology

Oversight and monitoring will focus on LWDB and other sub-recipient systems to ensure that acceptable standards for fiscal accountability, program administration, procurement, and integrated service delivery are established and in practice. In addition to the annual monitoring and required formal monitoring reviews, oversight and programmatic reviews will be conducted year-round via program management and Program Integrity staff. This will ensure compliance with applicable administrative requirements—specifically the identification of system strengths, weaknesses, and required corrective actions.

Requirements of LWDBs to Monitor All Local WIOA-Funded Contracts

WIOA Section 185(c) provides that:

(c) GRANTEE INFORMATION RESPONSIBILITIES.—Each State, each local board, and each recipient (other than a subrecipient, subgrantee, or contractor of a recipient) receiving funds under this title—

(1) shall make readily accessible such reports concerning its operations and expenditures as shall be prescribed by the Secretary;

(2) shall prescribe and maintain comparable management information systems, in accordance with guidelines that shall be prescribed by the Secretary, designed to facilitate the uniform compilation, cross tabulation, and analysis of programmatic, participant, and financial data, on statewide, local area, and other appropriate bases, necessary for reporting, monitoring, and evaluating purposes, including data necessary to comply with section 188;

(3) shall monitor the performance of providers in complying with the terms of grants, contracts, or other agreements made pursuant to this title; and

(4) shall, to the extent practicable, submit or make available (including through electronic means) any reports, records, plans, or any other data that are required to be submitted or made available, respectively, under this title.

Program Oversight

As outlined in WIOA Section 107(d)(8), LWDBs are required to conduct monitoring and oversight of their sub-recipients. In order to ensure LWDBs are properly conducting oversight of WIOA funds, TDLWD requires LWDBs to establish and execute tools and guides to outline how monitoring activities will be conducted. In addition to conducting monitoring and oversight as the grantee, TDLWD will also monitor LWDBs on a quarterly basis to review their monitoring activities.

Pursuant to WIOA Section 107(d)(8), the LWDB (in partnership with the Chief Local Elected Official [CLEO] for the LWDA) must:

- Conduct oversight for local youth workforce investment activities, local employment and training activities for adults and dislocated workers, and the One-Stop Delivery System in the Local Workforce Development Area (LWDA);
- Ensure the appropriate use and management of funds provided for these activities; and
- Ensure appropriate use, management, and investment of funds to maximize performance outcomes under WIOA Section 116.

LWDBs and Fiscal Agents

Each sub-recipient of funds under WIOA Title I must conduct quarterly oversight and monitoring of its WIOA programs and contractors in order to:

- Determine that expenditures have been made against the proper cost categories and within the cost limitations, specified within WIOA and the regulations in this part;
- Determine whether there is programmatic compliance with WIOA, including additional applicable laws and regulations;
- Assure compliance with 2 CFR 200 (specifically 2 CFR 200.34, Expenditures; 2 CFR 200.84, Questioned Cost; and 2 CFR 200.85, Real Property); and
- Determine compliance with the nondiscrimination, disability, and equal employment opportunity requirements of WIOA Section 188.

“Subaward” means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

“Contractor” means an entity that receives a legal instrument (i.e. contract) by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (2 CFR 200.22, Contracts). The responsibilities of a contractor are to:

- Ensure monitoring of service providers on an annual basis and at least sixty (60) business days prior to the expiration of the service provider or sub-recipients’ contract with its subcontractors. This requirement includes the submission of monitoring reports and resolutions to the TDLWD Program Integrity unit (workforce.board@tn.gov).

- Provide all requested documents to the TDLWD Program Accountability Review Unit (PAR unit) within fifteen (15) business days prior to the scheduled monitoring date.
- Have documents available which were previously identified by the TDLWD as required for the on-site review. Documents must be presented in an organized manner in order to facilitate expedient examination by monitors.
- Ensure appropriate staff is available at the on-site location, and on all monitoring date(s), to assist TDLWD monitors.

Required LWDB Policies and Procedures

As a part of their oversight or monitoring role, each LWDB and fiscal agent must develop written policies and procedures to monitor WIOA-funded programs and the delivery of integrated services. All LWDB-approved policies must be signed by the LWDB Chair to demonstrate that they have been reviewed by the LWDB. Furthermore, all LWDB-approved policies must be made available to the public through the LWDB website.

LWDBs must ensure compliance at the local level concerning administrative and financial requirements, policies, and procedures in order to ensure performance goals are being achieved. Policies must be approved by the LWDB. Each LWDB should have a process to review, implement, and update policies. Local-level policies and guidance must align with all approved State Workforce Development Board (SWDB) policies and guidance, which can be found through the following link:

<https://www.tn.gov/workforce/contact-the-department0/boards---commissions/boards---commissions-redirect/state-workforce-development-board/wioatechnicalassistance>

These specific monitoring policies and procedures may be consolidated into one comprehensive document. However, monitoring policies may also be separated into two (2) documents which distinctly and separately address LWDB and financial compliance requirements. Written policies and procedures must describe:

- The roles and functions of LWDBs, LWDB staff, and fiscal agents in their oversight or monitoring processes;
- Who, by title, is responsible for the monitoring of each program activity;
- The types of reports which will be prepared as a result of such monitoring;
- To whom reports will be distributed;
- The scope and frequency of monitoring efforts for each program activity;
- The methods which will be used to monitor program activities;
- Who, by title, is responsible for ensuring corrective actions are taken when problems are found;
- The timeframe, in terms of calendar days or weeks, for completion of corrective actions.
- Guidelines for follow-through monitoring, when necessary, to determine if corrective action has been completed; and
- An appeal process for disagreements.

Providing Notice of Equal Opportunity and Nondiscrimination General Prohibitions on Discrimination

"No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries, applicants, and participants only, citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I financially assisted program or activity". (29 CFR 38.5)

Providing Initial and Continuing Notice

- All recipients of financial assistance under WIOA (excluding the beneficiaries of WIOA programs or activities) must provide initial and continuous notice that they do not discriminate on any prohibited basis, as outlined under “General Prohibitions on Discrimination”.
- For the purpose of equal employment opportunity and nondiscrimination regulations, recipients include but are not limited to:
 - State-level agencies that administer WIOA Title I funds, whether financed in whole or in part by WIOA;
 - State Workforce Agencies;
 - State and Local Workforce Development Boards;
 - Local grant recipients;
 - One-Stop Operators;
 - Service providers, including eligible training providers;
 - On-the-Job Training (OJT) employers;
 - Job Corps contractors and center operators;
 - Job Corps national training contractors;
 - Outreach and admissions agencies, including Job Corps contractors that perform these functions;
 - Placement agencies, including Job Corps contractors that perform these functions; and
 - Other National Program recipients.
- This non-discrimination notice must be provided to:
 - Registrants, applicants, and eligible applicants/registrants;
 - Participants;
 - Applicants for employment and employees;
 - Unions or professional organizations that hold collective bargaining or professional agreements with the recipient;
 - Sub-recipients that receive WIOA Title I financial assistance from the recipient; and
 - Members of the public, including those with impaired vision or hearing and those with limited English proficiency.

Recipients must take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others. (29 CFR 38.34, 29 CFR 38.4(h), 29 CFR 38.15)

- The Equal Opportunity is the Law poster—which is available in English, Arabic, Chinese, and Spanish—must be posted prominently, in a reasonable numbers of places, in available and conspicuous physical locations and on the recipient’s website.
- The international symbol for accessibility must be shown to direct individuals to an accessible entrance, including the telephone number to call if accommodation is needed to receive services. Information concerning these regulations can be found in the Methods of Administration, specifically Element V.
- If the customer needs language assistance and is unable to identify the language in which they need assistance, the Avanza Language Line can help to identify the language the customer is speaking. (29 CFR 38.36[c])
- The following should be observed concerning the Equal Employment Opportunity is the Law Signature Form:
 - All individuals registered in WIOA should read, understand, and sign the complaint procedure signature form. A signed copy must be given to the individual and an additional signed copy must be placed in the individual’s file.

- LWDBs must provide the complaint procedure signature form to all current employees (regardless of whether the positions are partially or fully-funded by WIOA) and ensure that all new employees receive this form when they begin employment (again, regardless of whether the positions are partially or fully-funded by WIOA). All employees should read, understand, and sign the complaint procedure form which should then be placed in their personnel file.
- Applicants for WIOA services or applicants for employment with the recipient have access to the appropriately displayed equal employment opportunity and nondiscrimination posters and information.
- The complaint signature forms are printed in English. LWDBs should use Avaza Language Services to translate the form for use by service providers located in an area that has a substantial number of participants who require notification in other languages.
- Orientation presentations to new participants, new employees, and/or the general public regarding WIOA financially funded programs must include a discussion of rights under the nondiscrimination and equal employment opportunity provisions of WIOA.

Publications, Broadcasts, and Other Communications

Recipients must indicate that the WIOA Title I financially assisted program or activity in question is an “equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities.” This indication must be included in recruitment brochures and other materials that are ordinarily distributed or communicated—whether in written, oral, electronic, and/or paper format—to staff, clients, or the public at large to describe programs financially assisted under Title I of WIOA, including the requirements for participation.

Where such materials indicate that the recipient may be reached by voice telephone, the materials must also prominently provide the telephone number of the text telephone (TTY) or equally effective telecommunications system—such as a relay service—used by the recipient.

“Recipients that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIOA Title I-financially assisted program or activity in question is an equal opportunity employer/program (or otherwise indicate that discrimination in the WIOA Title I-financially assisted program or activity is prohibited by Federal law), and indicate that auxiliary aids and services are available upon request to individuals with disabilities.” (29 CFR 38.38[b])

TDLWD Central Office Monitoring: Workforce Service Program Staff Procedures

Overall Responsibilities

Program monitoring will be conducted through a combination of on-site monitoring, data validation, and review of local monitoring reports. The monitoring for programmatic and one-stop system operations will be led by the Program Integrity unit in the Workforce Services Division. These reviews will be in conjunction with fiscal monitoring conducted by the Program Accountability Review (PAR) unit along with the Budgeting and Reporting unit in the Workforce Services Division, addressed in the following section.

Scheduling

Annual programmatic and fiscal reviews will be conducted with each LWDB and SNAP E&T participant identified in the Risk Assessment. The following is the tentative schedule for this monitoring cycle.

October	November	December	January	February	March
N/A	Arbor E&T dba Equus	Southeast LWDB	Southern Middle LWDB	Greater Memphis LWDB	East LWDB
		Goodwill Chattanooga		Center for Employment Opportunity	University of Tennessee Extension
April	May	June	July	August	September
Northwest LWDB	Upper Cumberland LWDB	N/A	Northeast LWDB	Northern Middle LWDB	Northwest LWDB
Southwest LWDB				United Way	Southwest LWDB

Workforce Services Case File Review Process

Program Integrity and Workforce Services staff will generate a monitoring sample for their respective program using reports from Jobs4TN. Training on eligibility determination, data validation, and the criteria used to generate reports will be the responsibility of Program staff.

These reports will provide oversight of a participant’s eligibility to receive WIOA services—both from enrolled and exited participants—and ensure that supporting documentation is available in the participant’s file. Staff will document instances of noncompliance to note where corrections are required; this review will also inform future technical assistance training. Once the review has been conducted, documentation will be sent to the Program Integrity unit for final review before disbursement to the LWDBs and their staff.

Notification Process

The Program Integrity unit will notify the LWDB, and its staff, of the results from the desktop monitoring. This correspondence will include supporting documentation to demonstrate errors found during the review. Instances of noncompliance identified during the desktop review must be corrected within thirty (30) business days from reception of the monitoring report from the Program Integrity unit.

Corrective Action

The monitored entity will submit a corrective action plan within 30 business days subsequent to the release of a monitoring report that requires corrective action. Corrective action must be provided within thirty (30) business days of the receipt of the monitoring report.

Annual On-Site Visit

Throughout the program year, Workforce Services staff will conduct at least one on-site/virtual visit to each LWDB. These visits will be multi-day visits in which American Job Center and LWDB staff will be interviewed utilizing an on-site monitoring tool. The tool being used for these reviews covers a variety of programmatic and administrative functions to assist in determining effectiveness and compliance to federal law. Along with this tool additional items may be addressed if a need is determined based on reported concerns or past findings. The results of these monitoring visits are intended to determine federal and state compliance along with highlighting best practices to be shared across the State. The schedule for these reviews will follow the schedule established between the Program Accountability Review unit and Program Integrity unit.

Special Award Grant Monitoring

Aside from awards given under WIOA, Workforce Services works to identify additional grants to meet the Governor's initiatives (e.g. service to justice-involved individuals, apprenticeship training, and rural development). Funds received through these awards supplement efforts to provide job training and workforce development to all Tennesseans.

Additional grants will be monitored in the same manner as other Workforce Services programs, such as WIOA Title I and SNAP E&T. At minimum—once a grant has been awarded—the TDLWD Program Director responsible for administration will evaluate the duties of their team, such in subject areas such as: programmatic, fiscal, and monitoring oversight.

Policy and Contract Reviews

LWDB-approved policies will be reviewed annually to ensure that they are updated regularly, reflect the most up-to-date guidance provided by the federal and state governments and that instruction is adhered to by sub-recipient staff. To carry this out the Program Integrity unit will ensure that on a quarterly and annual basis that these policies are up-to-date and reflect LWDB requirements established by the federal and state governments.

TDLWD Central Office Monitoring: Performance Accountability Review (PAR) Procedures

Overall Responsibilities

Program and financial monitoring is also performed through on-site/virtual visits. During, and in advance of these visits, TDLWD will request a sample of documentation to monitor activities and programs.

The State must conduct an annual on-site monitoring review of each LWDA's fiscal compliance with 2 CFR 200, as required by WIOA Section 184(a)(4). TDLWD will prepare and distribute these monitoring instruments for information and self-assessment purposes.

The Program Integrity, Fiscal, Program Staff, and PAR units will review locally provided supportive documentation to determine compliance with all applicable regulations and standards. Monitoring and reviews will take place throughout the year. For on-site monitoring, the PAR unit will provide instructions—by separate correspondence—on required documents to be submitted to the PAR unit,

within fifteen (15) business days prior to scheduled on-site monitoring visits; the PAR unit will also supply a list of documents which must be available to monitors prior to and during the on-site review.

The PAR and Program Integrity unit will identify a Comprehensive One-Stop Center and one (1) other certified American Job Center (AJC) in the LWDA where the on-site system monitoring will be conducted, and will issue monitoring reminders to the LWDB staff prior to scheduled on-site monitoring visits. Specific areas of emphasis, which are contained within the TDLWD's WIOA Monitoring Tool, include but are not limited to:

- System Administration and Effectiveness of Monitoring:
 - LWDB governance, bylaws, composition, minutes, re-certification, oversight and monitoring responsibilities;
 - Local agreements and contracts; and
 - Memorandums of Understanding (MOUs).
- Fiscal Compliance Oversight and Monitoring:
 - Fiscal agent operational policies and procedures;
 - Accounting system, entries, and documentation;
 - Procurement methods and documentation;
 - Contracts verification (i.e. purchase, rent, leases);
 - Administrative and Programmatic Costs
 - Internal controls; and
 - Personnel and payroll records.
- Program Administration and Effectiveness Monitoring:
 - Integrated delivery of Adult and Dislocated Worker services and Youth services funded by WIOA; and
 - National Emergency Grants.

Time Schedules

The PAR unit and Workforce Services Division will jointly establish monitoring schedules.

Notification Process

The PAR and PI unit will provide written notice to each entity being monitored at least thirty (30) business days prior to a review being conducted. The written notice will inform the entity of:

- The dates for the review
- Which programs will be reviewed
- The contract number of each contract that will be examined (if applicable), and
- The estimated time of arrival.

If the date identified in the written notification is not convenient for the entity being monitored then the entity must contact the monitors immediately. The entity and the monitors will determine a mutually-satisfactory date and the review will be rescheduled. However, State monitors and TDLWD executive management reserve the right to conduct unscheduled or monitoring reviews as appropriate.

Entrance Conference

Prior to the start of each on-site/virtual monitoring review the PAR unit—which may also include the Program Integrity unit, Fiscal Unit, Technical Assistance unit, and Program Staff as needed—will hold an entrance conference with the LWDB staff, fiscal agent, or other interested parties to establish the purpose, parameters, and time-frame of the visit. During this meeting, any relevant information will be discussed which may enhance the effectiveness of the review. All previously requested documents must be available for review and distribution, including items to be retained by the monitoring team.

PAR Monitoring Process

The PAR unit, in conjunction with the Program Integrity unit, will use the annually-updated monitoring guide to conduct fiscal system and program activity reviews. The guide will be amended as regulatory changes occur.

- The monitoring review may be conducted through desktop evaluation, on-site evaluation, or through a combination of these two processes.
- PAR unit monitors are authorized to monitor any entity receiving WIOA funds at the Comprehensive and other certified AJCs, including any contracts/entities utilizing WIOA funds through LWDBs. Their review may include, but is not limited to: examining program records, questioning employees, interviewing participants, and entering any site or premises which receive WIOA funds.

After the monitors finish their examination, working papers will be established during the review and maintained by the TDLWD.

Exit Conference

An exit conference call will be conducted after each TDLWD monitoring review. The exit conference call will be provided to the LWDB and CLEO, or the entity's position responsible for funding, to identify issues that may result in noncompliance and/or questioned costs. Additional findings and/or questioned costs may arise after the on-site review and exit conference call are concluded.

Monitoring Report

A monitoring report within thirty (30) business days from the conclusion of the monitoring review.

Corrective Action

The monitored entity will submit a corrective action plan within 30 business days subsequent to the release of a monitoring report that requires corrective action. Corrective action must be provided within thirty (30) business days of the receipt of the monitoring report.

Office of Reentry Procedures

The TN Office of Reentry is funded 100% by a state allocation. The OOR has made \$900k available to external entities via its Community Reentry Reinvestment Grant (CRRG) program. Of the 10 subrecipients, four of the recipients are Labor and Workforce Development Agencies (LWDA's) and six are a combination of state agencies and non-profit organizations. Addendum regarding the Office of Reentry (OOR) Community Reentry Reinvestment Grant program where subrecipients include but are not limited to for and nonprofit, faith based and governmental entities:

Due to the brevity of these subrecipient programs functioning for one Fiscal Year, the established Monitoring Review guidelines will suffice but with the following:

- Each subrecipient will receive at least one on-site monitoring for programmatic and fiscal reviews, per the prescribed guidelines

Program Descriptions

Wagner Peyser

Wagner-Peyser Act-funded workforce preparation services are an integrated component of the nation's American Job Centers (AJC) (formerly known as One-Stop Career Centers or by another name) system. They are coordinated with other adult programs under the Workforce Innovation and Opportunity Act (WIOA) to ensure that job seekers, workers, and employers have convenient and comprehensive access to a full continuum of workforce related services. The most distinguishing feature of the Wagner-Peyser Employment Service is that it is the only "universally accessible" public workforce program.

Wagner-Peyser-funded services support the development of a competitive workforce for today's global economy. Under the Wagner-Peyser Act, unemployed individuals and other job seekers obtain critical job search, assessment, and career guidance services to support them in obtaining and retaining employment. In addition, Wagner-Peyser-funded activities assist employers with building skilled, competitive workforces through recruitment assistance, employment referrals, and other workforce solutions. Activities funded under the Wagner-Peyser Act also include the development and dissemination of regional workforce information and related resources, which provide both job seekers and employers with comprehensive and accessible economic and industry data to inform workforce and economic development activities.

Senior Community Service Employment Program

The purpose of the Senior Community Service Employment Program (SCSEP) program is to provide, foster, and promote useful part-time work opportunities (usually twenty [20] hours per week) in community service employment activities for unemployed low-income persons who are fifty-five (55) years of age and older. To the extent feasible, SCSEP assists and promotes the transition of program participants into unsubsidized employment.

Trade Adjustment Assistance

The purpose of the Trade Adjustment Assistance (TAA) program is to provide assistance to workers adversely affected by foreign trade. Services are provided under the TAA program to enable workers to return to work as quickly as possible by providing them opportunities to obtain the skills, credentials, resources, and support necessary to (re)build skills for future jobs.

The Trade Act of 1974, P.L. 93-618, has been amended many times since its enactment in January 1975. The most recent amendments, those beginning in 2002, have resulted in major changes to the Trade Adjustment Assistance for Workers program (TAA Program). The TAA benefits available to eligible workers, who may apply through their local American Job Center, will vary depending on whether the workers are covered by the provisions of the Trade Act enacted in 2002 (TAARA or the 2002 Program); 2009 (TGAAA or the 2009 Program); 2011 (TAAEA or the 2011 Program); 2015 (TAARA 2015 or the 2015 Program); or 2021 Reversion (2021 Reversion Program).

Currently, trade-affected workers covered by a certified TAA petition are covered and eligible to apply for TAA benefits and services under one of the versions of the TAA Program based upon the date of the relevant TAA certified petition: the 2002 Amendments, the 2009 Amendments, the 2011 Amendments, or the 2015 Amendments. Workers receiving TAA Program benefits and services under any of these versions of the TAA program will continue to receive the applicable benefits and services provided under their applicable versions of the program. Any workers covered under a Petition for Trade Adjustment Assistance filed on or after July 1, 2021, will be covered under Reversion 2021.

WIOA Title I (Adult, Youth and Dislocated Worker Programs)

The Workforce Innovation and Opportunity Act of 2014 (WIOA), which supersedes the Workforce Investment Act of 1998 (WIA), authorizes formula grant programs to States to help job seekers access employment, education, training and support services to succeed in the labor market. Using a variety of methods, States provide employment and training services through a network of American Job Centers (AJC) (formerly known as One-Stop Career Centers or by another name). The WIOA programs provide employment and training programs for adults, dislocated workers, and youth, and Wagner-Peyser employment services administered by the Department of Labor (DOL). The programs also provide adult education and literacy services that complement the Vocational Rehabilitation State grants awarded by the U.S. Department of Education that assist individuals with disabilities in obtaining employment and helps job seekers to achieve gainful employment. Youth employment and educational services are available to eligible out-of-school youth, ages 16 to 24, and low-income in-school youth, ages 14-21, that face barriers to employment.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)

The objective of SNAP is to help low-income households buy the food they need for good health and to provide Employment and Training (E& T) activities.

Re-Employment Services and Eligibility Assessment (RESEA)

The RESEA program is designed to help unemployment insurance claimants return to work faster.

Jobs for Veterans State Grant

The Jobs for Veterans State Grants (JVSG) program provides federal funding, through a formula grant, to 54 State Workforce Agencies (SWAs) to hire dedicated staff to provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment and to assist employers fill their workforce needs with job-seeking veterans.

Agency Monitoring Cycle

Monitoring Cycle: October 1, 2023- September 30, 2024

The Tennessee Department of Labor and Workforce Development will monitor all open contracts with expenditures as of October 1, 2023. Doing so fulfills the requirements under Central Procurement Office Grant Management and Sub-recipient Monitoring Policy and Procedures, Policy Number 2013-007. Appendices C-1 and C-2, included within this document, are current as of October 1, 2023. Advanced funding contracts will be added to Appendices C-1 and C-2 during the first quarter of the 2024 Calendar Year.

FTE Monitoring Staff

Please refer to Appendix A.

Corrective Action/Monitoring Report Procedure

1. Upon submission of a monitoring report to a sub-recipient by the Program Accountability Review (PAR) unit or the Program Integrity unit that contains a finding, the corrective action process will begin.
2. Once a sub-recipient receives a monitoring report, that entity will have thirty (30) business days to submit a response on how those findings were corrected or will be corrected with a timeframe for completion.
3. All corrective action plans will need to be sent to the Program Integrity director.

4. Once a corrective action plan is submitted by the subrecipient, the Workforce Services division will review and respond to that corrective action within thirty (30) business days. The reply to the corrective action plan will approve the correction or suggest additional steps to correct the finding.
5. The corrective action process will continue until all findings are resolved.
6. The Program Integrity unit will facilitate the corrective action process and maintain a record of communication.

Tennessee Department of Labor and Workforce Development Contact Information

Program Contact Information

Justin Attkisson, Director, Program Integrity Unit

Phone: (615) 253-6389

Email: Justin.Atkkisson@tn.gov

Chassity Scott, Grants Program Manager, Program Integrity Unit

Email: Chassity.Scott@tn.gov

Fiscal Contact Information

Ivan Greenfield, Assistant Administrator

Phone: (615) 741-4346

Email: Ivan.Greenfield@tn.gov

Chandra Pleas, Director, Contracts and Administration

Phone: (615) 313-5771

Email: Chandra.E.Pleas@tn.gov

Dalorian Finch, Director, Contracts and Administration

Phone: (615) 532-4775

Email: Dalorian.Finch@tn.gov

Brian Eardley, Director, Budgeting and Reporting

Phone: (615) 532-2717

Email: Brian.Eardley@tn.gov

Program Accountability Review (PAR) Contact Information

Chris Risher, Internal Audit Director, Program Accountability Review (PAR) Unit

Phone: (615) 253-6278

Email: Chris.Risher@tn.gov

Anita White, Director, Program Accountability Review (PAR) Unit

Phone: 731-847-4323

Email: Anita.White@tn.gov

Disclaimer

This guide outlines the steps, procedures, process, and methods utilized by TDLWD in accordance with both state and federal regulations associated with the administration of WIOA funds. In addition to the documents within this guide, TDLWD will utilize internal participant attribute sheets to review

individual participant data. The steps, procedures, process, and methods outlined in this guide will govern the utilization of the review and collection of the data via the participant attribute sheets.

Appendices

Total Sub-recipient Contracts

Total sub-recipient contracts are demonstrated in Appendix B, current as of October 1, 2023.

Total Sub-recipient Contracts Population

Total sub-recipient contracts population is demonstrated in Appendix C-1. This appendix is current as of October 1, 2023.

Total Sub-recipient Contracts to be Monitored

Total sub-recipient contracts to be monitored as demonstrated in Appendix C-2. This appendix is current as of October 1, 2023.

Sub-recipient Risk Assessment

Please refer to Appendix D.

Explanation of Previous Cycle Monitoring Findings

Please refer to Appendix E.

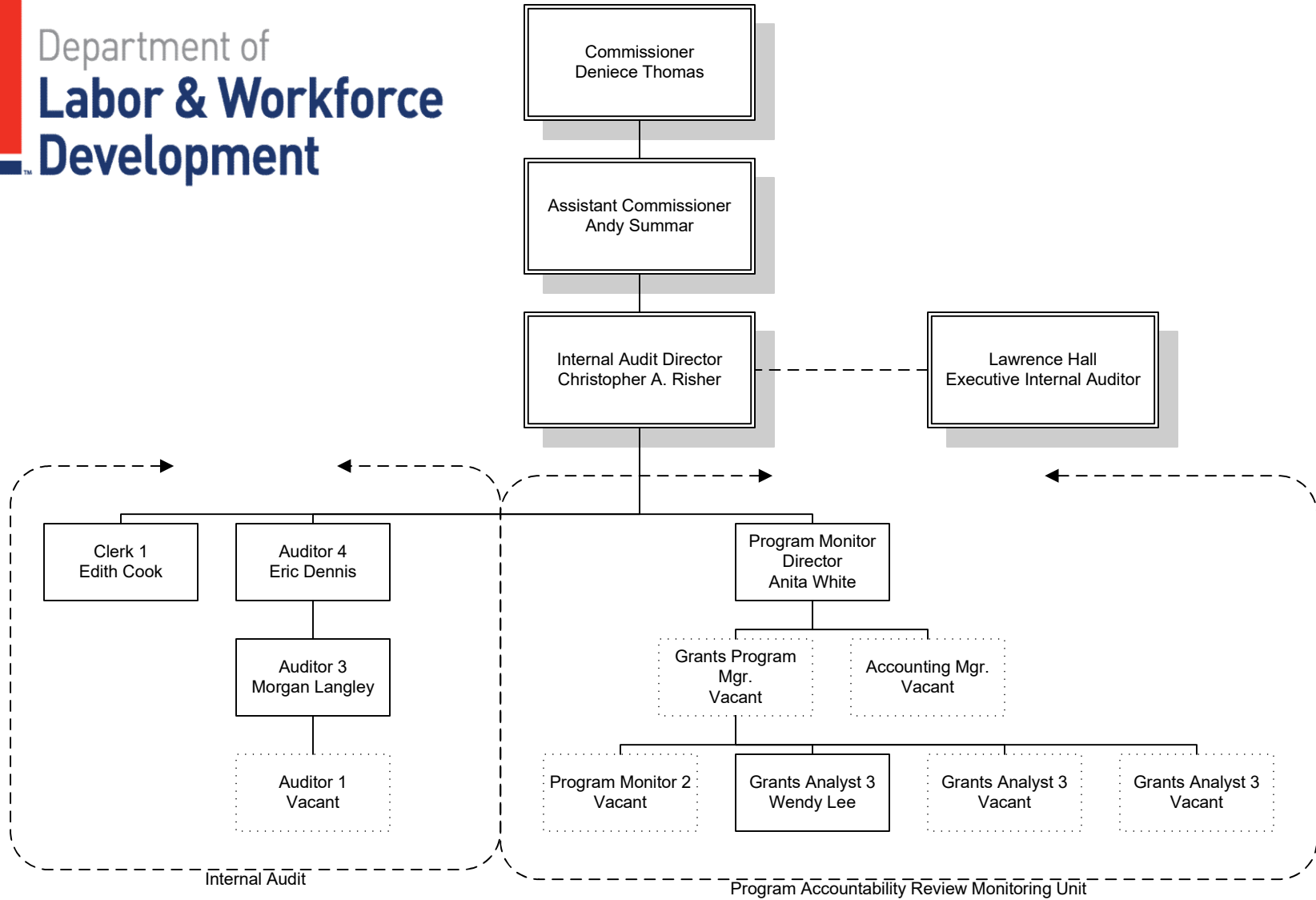
Program Monitoring Guides

Please refer to Appendix F.

Equal Employment Opportunity Questionnaire

Please refer to Appendix G.

Internal Audit - Organizational Chart



Appendix B

Organization
Greater Memphis Local Workforce Development Board/Workforce Mid-South
Southwest Local Workforce Development Board/Workforce Innovations
Northwest Local Workforce Development Board/Workforce Innovations
Northern Middle Local Workforce Development Board/Northern Middle Local Workforce Development Board, Inc.
Southern Middle Local Workforce Development Board/South Central Tennessee Development District
Upper Cumberland Local Workforce Development Board/Upper Cumberland Local Workforce Development Board, Inc.
Southeast Local Workforce Development Board/Southeast TN Development District
East Local Workforce Development Board/East Tennessee Human Resource Agency Inc.
Northeast Local Workforce Development Board/First Tennessee Development District
Arbor E&T, LLC d/b/a Equus Workforce Solutions
Center for Employment Opportunities, Inc.
Chattanooga Goodwill Industries, Inc.
Knoxville Leadership Foundation
Project Return Inc
South Central Tennessee Workforce Alliance
TCAT Knoxville
Tennessee Builders Education Foundation
Tennessee Higher Education Initiative
Tennessee Prison Outreach Ministry
The University of Tennessee
United Way of Middle Tennessee, Inc. DBA United Way of Metropolitan Nashville

Workforce Innovations, Inc	Infrastructure Funding Agreement	LWSWP221ESIFA23	7/1/2022	6/30/2023	\$213,097.09	\$0.00
Workforce Innovations, Inc	Infrastructure Funding Agreement	LWSWP231ESIFA24	7/1/2023	6/30/2024	\$209,957.50	\$0.00
Workforce Innovations, Inc	National Dislocated Worker	LWNWF201DRDWG20	7/1/2020	6/30/2022	\$290,876.32	\$0.00
Workforce Innovations, Inc	National Dislocated Worker	LWNWF202DRDWG20	7/1/2022	6/30/2023	\$469,121.19	\$0.00
Workforce Innovations, Inc	National Dislocated Worker	LWNWF206DRDWG20	7/1/2022	6/30/2023	\$17,610.02	\$0.00
Workforce Innovations, Inc	National Dislocated Worker	LWSWF202DRDWG20	7/1/2022	6/30/2023	\$142,213.70	\$0.00
Workforce Innovations, Inc	National Dislocated Worker	LWSWF206DRDWG20	7/1/2022	6/30/2023	\$334,335.58	\$0.00
Workforce Innovations, Inc	Rapid Response	LWNWF221LARS22	1/1/2022	6/30/2022	\$57,455.00	\$0.00
Workforce Innovations, Inc	Rapid Response	LWNWF211CBRS22	2/15/2023	6/30/2023	\$255,550.00	\$0.00
Workforce Innovations, Inc	Rapid Response	LWSWF211CBRS21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
Workforce Innovations, Inc	Reemployment Services and Eligibility Assessment	LWNWF201RESEA20	7/1/2021	6/30/2022	\$197,285.00	\$0.00
Workforce Innovations, Inc	Reemployment Services and Eligibility Assessment	LWNWF202RESEA20	1/1/2022	9/30/2022	\$233,332.00	\$0.00
Workforce Innovations, Inc	Reemployment Services and Eligibility Assessment	LWNWF211RESEA21	10/1/2022	9/30/2023	\$37,856.00	\$0.00
Workforce Innovations, Inc	Reemployment Services and Eligibility Assessment	LWSWF203RESEA20	4/1/2022	9/30/2022	\$69,703.40	\$0.00
Workforce Innovations, Inc	Reemployment Services and Eligibility Assessment	LWSWF211RESEA21	10/1/2022	9/30/2023	\$37,022.00	\$0.00
Workforce Innovations, Inc	Senior Community Service Employment Program	LWSWF231SCSEP24	7/1/2023	6/30/2024	\$163,892.00	\$19,400.00
Workforce Innovations, Inc	Statewide Activities	LWNWF211ESWA21	7/1/2021	6/30/2023	\$665,715.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF211ADSWA22	7/1/2023	6/30/2024	\$232,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF221RYSWA22	2/1/2022	6/30/2022	\$35,641.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF231RYSWA23	10/1/2022	6/30/2023	\$140,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF241SYSWA24	7/1/2023	8/31/2024	\$426,666.66	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF242RYSWA24	8/15/2023	6/30/2024	\$50,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF191CESWA20	5/2/2022	6/30/2022	\$45,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF191IWSWA20	12/9/2021	6/30/2022	\$325,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF191IWSWA20	5/1/2022	10/15/2021	\$101,088.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF193MNSWA20	1/1/2022	6/30/2022	\$2,872.75	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF194MNSWA20	5/2/2022	6/30/2022	\$5,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF201MNSWA21	7/1/2022	6/30/2023	\$19,572.50	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF201YUSWA21	11/22/2021	6/30/2023	\$120,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF211YSWA22	5/15/2023	8/31/2023	\$48,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF211YUSWA22	7/1/2023	6/30/2024	\$105,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF221MNSWA23	2/15/2023	6/30/2023	\$13,450.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF222MNSWA23	5/15/2023	8/31/2023	\$5,333.33	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWNWF223MNSWA23	7/1/2023	6/30/2024	\$37,444.43	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF231RYSWA23	10/1/2022	6/30/2023	\$110,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF241SYSWA24	7/1/2023	8/31/2024	\$426,666.66	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF242RYSWA24	8/15/2023	6/30/2024	\$25,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF211YSWA22	5/15/2023	8/31/2023	\$48,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
Workforce Innovations, Inc	Statewide Activities	LWSWF222MNSWA23	5/15/2023	8/31/2023	\$5,333.33	\$0.00
Workforce Innovations, Inc	Youth	LWNWF211YOUTH22	4/1/2021	6/30/2023	\$683,885.21	\$0.00
Workforce Innovations, Inc	Youth	LWNWF221YOUTH23	4/1/2022	6/30/2024	\$606,322.00	\$0.00
Workforce Innovations, Inc	Youth	LWNWF231YOUTH24	4/1/2023	6/30/2025	\$531,546.34	\$0.00
Workforce Innovations, Inc	Youth	LWNWF231YOUTH22	4/1/2022	6/30/2023	\$553,188.12	\$0.00
Workforce Innovations, Inc	Youth	LWSWF221YOUTH23	4/1/2022	6/30/2024	\$571,172.00	\$0.00
Workforce Innovations, Inc	Youth	LWSWF231YOUTH24	4/1/2023	6/30/2025	\$514,724.81	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF211ADULT21	10/1/2020	6/30/2022	\$2,573,628.60	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF221ADULT22	10/1/2021	6/30/2023	\$2,574,194.45	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF231ADULT23	10/1/2022	6/30/2024	\$2,395,598.00	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF241ADULT24	10/1/2023	6/30/2025	\$2,810,151.20	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF201ADULT21	7/1/2020	6/30/2022	\$515,752.75	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF211ADULT22	7/1/2021	6/30/2023	\$546,177.01	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF221ADULT23	7/1/2022	6/30/2024	\$536,068.00	\$0.00
Workforce MidSouth, Inc.	Adult	LWGMF231ADULT24	7/1/2023	6/30/2025	\$687,997.27	\$0.00
Workforce MidSouth, Inc.	Apprenticeship	LWGMF221APSWA23	10/1/2021	6/30/2022	\$147,000.00	\$0.00
Workforce MidSouth, Inc.	Apprenticeship	LWGMF231APSWA23	7/1/2022	6/30/2023	\$103,034.00	\$0.00
Workforce MidSouth, Inc.	Apprenticeship	LWGMF241APSWA24	7/1/2023	6/30/2024	\$85,609.00	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF211DSLWK21	10/1/2020	6/30/2022	\$2,387,408.23	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF221DSLWK22	10/1/2021	6/30/2023	\$1,885,953.28	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF231DSLWK23	10/1/2022	6/30/2024	\$1,923,409.00	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF241DSLWK24	10/1/2023	6/30/2025	\$1,766,109.69	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF201DSLWK21	7/1/2020	6/30/2022	\$529,782.63	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF211DSLWK22	7/1/2021	6/30/2023	\$443,228.43	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF221DSLWK23	7/1/2022	6/30/2024	\$480,720.00	\$0.00
Workforce MidSouth, Inc.	Dislocated Worker	LWGMF231DSLWK24	7/1/2023	6/30/2025	\$485,593.10	\$0.00
Workforce MidSouth, Inc.	Infrastructure Funding Agreement	LWGMF211ESIFA22	7/1/2021	6/30/2022	\$373,755.46	\$0.00
Workforce MidSouth, Inc.	Infrastructure Funding Agreement	LWGMF221ESIFA23	7/1/2022	6/30/2023	\$383,560.28	\$0.00
Workforce MidSouth, Inc.	Infrastructure Funding Agreement	LWGMF231ESIFA24	7/1/2023	6/30/2024	\$669,878.15	\$0.00
Workforce MidSouth, Inc.	National Dislocated Worker	LWGMF201DRDWG20	7/1/2020	6/30/2022	\$491,367.60	\$0.00
Workforce MidSouth, Inc.	National Dislocated Worker	LWGMF205DRDWG20	11/1/2020	6/30/2022	\$724,451.40	\$0.00
Workforce MidSouth, Inc.	Rapid Response	LWGMF211CBRS22	2/15/2023	6/30/2023	\$60,000.00	\$0.00
Workforce MidSouth, Inc.	Rapid Response	LWGMF221LARS22	1/1/2022	6/30/2022	\$12,231.00	\$0.00
Workforce MidSouth, Inc.	Reemployment Services and Eligibility Assessment	LWGMF201RESEA20	7/1/2021	12/31/2021	\$38,610.00	\$0.00
Workforce MidSouth, Inc.	Reemployment Services and Eligibility Assessment	LWGMF202RESEA20	1/1/2022	9/30/2022	\$100,000.00	\$0.00
Workforce MidSouth, Inc.	Reemployment Services and Eligibility Assessment	LWGMF211RESEA21	10/1/2022	9/30/2023	\$195,547.00	\$0.00
Workforce MidSouth, Inc.	Senior Community Service Employment Program	LWGMF231SCSEP23	7/1/2022	6/30/2023	\$442,719.00	\$52,413.00
Workforce MidSouth, Inc.	Senior Community Service Employment Program	LWGMF231SCSEP24	7/1/2023	6/30/2024	\$437,043.00	\$51,735.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF201WBSWA20	5/17/2021	6/30/2022	\$505,440.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF221RYSWA22	2/1/2022	6/30/2022	\$35,641.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF241SYSWA24	7/1/2023	8/31/2024	\$261,547.50	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF191CESWA20	5/2/2022	6/30/2022	\$41,400.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF193MNSWA20	1/1/2022	6/30/2022	\$611.55	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF194MNSWA20	5/2/2022	6/30/2022	\$4,600.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF211YSWA22	5/15/2023	8/31/2023	\$96,000.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF221MNSWA23	2/15/2023	6/30/2023	\$3,000.00	\$0.00
Workforce MidSouth, Inc.	Statewide Activities	LWGMF222MNSWA23	5/15/2023	8/31/2023	\$9,600.00	\$0.00
Workforce MidSouth, Inc.	Youth	LWGMF202YOUTH21	7/1/2020	6/30/2022	\$3,248,907.24	\$0.00
Workforce MidSouth, Inc.	Youth	LWGMF211YOUTH22	4/1/2021	6/30/2023	\$3,259,669.16	\$0.00
Workforce MidSouth, Inc.	Youth	LWGMF221YOUTH23	4/1/2022	6/30/2024	\$3,080,436.00	\$0.00
Workforce MidSouth, Inc.	Youth	LWGMF231YOUTH24	4/1/2023	6/30/2025	\$3,640,902.19	\$0.00

Appendix C-2

Organization	Agency Tracking Number	Contract Begin Date	Contract End Date	Total Contract Amount	Total Grantee Match Amount
Arbor E&T, LLC d/b/a Equus Workforce Solutions	LW27F231QSNAP23	10/1/2022	9/30/2023	\$118,061.00	\$0.00
Arbor E&T, LLC d/b/a Equus Workforce Solutions	LW27F231SSNAP23	10/1/2022	9/30/2023	\$800,109.86	\$800,109.86
Center for Employment Opportunities, Inc.	LW22F231SSNAP23	10/1/2022	9/30/2023	\$286,871.00	\$286,871.00
Chattanooga Goodwill Industries, Inc.	LW25F221SSNAP22	10/1/2021	9/30/2022	\$22,350.00	\$22,350.00
Chattanooga Goodwill Industries, Inc.	LW25F231SSNAP23	10/1/2022	9/30/2023	\$13,373.00	\$13,373.00
East Tennessee Human Resource Agency Inc	LWETF221ADULT22	10/1/2021	6/30/2023	\$1,804,765.54	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231ADULT23	10/1/2022	6/30/2024	\$1,536,451.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF241ADULT24	10/1/2023	6/30/2025	\$1,350,357.26	\$0.00
East Tennessee Human Resource Agency Inc	LWETF211ADULT22	7/1/2021	6/30/2023	\$382,924.25	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221ADULT23	7/1/2022	6/30/2024	\$343,814.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231ADULT24	7/1/2023	6/30/2025	\$330,602.18	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231APSWA23	7/1/2022	6/30/2023	\$263,855.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF241APSWA24	7/1/2023	6/30/2024	\$200,022.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221DSLWK22	10/1/2021	6/30/2023	\$1,567,292.04	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231DSLWK23	10/1/2022	6/30/2024	\$1,527,503.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF241DSLWK24	10/1/2023	6/30/2025	\$1,337,375.32	\$0.00
East Tennessee Human Resource Agency Inc	LWETF211DSLWK22	7/1/2021	6/30/2023	\$368,338.07	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221DSLWK23	7/1/2022	6/30/2024	\$381,771.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231DSLWK24	7/1/2023	6/30/2025	\$367,712.28	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221ESIFA23	7/1/2022	6/30/2023	\$540,518.37	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231ESIFA24	7/1/2023	6/30/2024	\$594,894.77	\$0.00
East Tennessee Human Resource Agency Inc	LWETF211CBRSP21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF211RESEA21	10/1/2022	9/30/2023	\$176,164.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221SCSEP23	7/1/2022	6/30/2023	\$252,982.00	\$29,950.00
East Tennessee Human Resource Agency Inc	LWETF231SCSEP24	7/1/2023	6/30/2024	\$254,942.00	\$30,179.00
East Tennessee Human Resource Agency Inc	LWETF231RYSWA23	10/1/2022	6/30/2023	\$110,000.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF241SYSWA24	7/1/2023	8/31/2024	\$319,692.47	\$0.00
East Tennessee Human Resource Agency Inc	LWETF242RYSWA24	8/15/2023	6/30/2024	\$25,000.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF211YOUTH22	4/1/2021	6/30/2023	\$2,222,063.45	\$0.00
East Tennessee Human Resource Agency Inc	LWETF221YOUTH23	4/1/2022	6/30/2024	\$1,903,524.00	\$0.00
East Tennessee Human Resource Agency Inc	LWETF231YOUTH24	4/1/2023	6/30/2025	\$1,698,466.60	\$0.00
First Tennessee Development District	LWNEF231ADULT23	10/1/2022	6/30/2024	\$737,159.00	\$0.00
First Tennessee Development District	LWNEF241ADULT24	10/1/2023	6/30/2025	\$669,115.30	\$0.00
First Tennessee Development District	LWNEP221ADULT23	7/1/2022	6/30/2024	\$164,956.00	\$0.00
First Tennessee Development District	LWNEP231ADULT24	7/1/2023	6/30/2025	\$163,816.63	\$0.00
First Tennessee Development District	LWNEF241APSWA24	7/1/2023	6/30/2024	\$96,010.00	\$0.00
First Tennessee Development District	LWNEF231DSLWK23	10/1/2022	6/30/2024	\$569,943.00	\$0.00
First Tennessee Development District	LWNEF241DSLWK24	10/1/2023	6/30/2025	\$470,337.10	\$0.00
First Tennessee Development District	LWNEP221DSLWK23	7/1/2022	6/30/2024	\$142,447.00	\$0.00
First Tennessee Development District	LWNEP231DSLWK24	7/1/2023	6/30/2025	\$129,319.52	\$0.00
First Tennessee Development District	LWNEP221ESIFA23	7/1/2022	6/30/2023	\$296,913.74	\$0.00
First Tennessee Development District	LWNEP231ESIFA24	7/1/2023	6/30/2024	\$464,878.79	\$0.00
First Tennessee Development District	LWNEF206DRDWG20	7/1/2022	6/30/2023	\$331,233.26	\$0.00
First Tennessee Development District	LWNEP201CBRSP21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
First Tennessee Development District	LWNEF211RESEA21	10/1/2022	9/30/2023	\$90,279.00	\$0.00
First Tennessee Development District	LWNEP231SCSEP24	7/1/2023	6/30/2024	\$209,417.00	\$24,790.00
First Tennessee Development District	LWNEF241RYSWA24	8/15/2023	6/30/2024	\$25,000.00	\$0.00
First Tennessee Development District	LWNEF241SYSWA24	7/1/2023	8/31/2024	\$281,600.00	\$0.00
First Tennessee Development District	LWNEP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
First Tennessee Development District	LWNEP221YOUTH23	4/1/2022	6/30/2024	\$898,870.00	\$0.00
First Tennessee Development District	LWNEP231YOUTH24	4/1/2023	6/30/2025	\$826,025.29	\$0.00
Knoxville Leadership Foundation	LW31F241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF221ADULT22	10/1/2021	6/30/2023	\$2,310,613.86	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF231ADULT23	10/1/2022	6/30/2024	\$2,399,174.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF241ADULT24	10/1/2023	6/30/2025	\$1,939,902.44	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP211ADULT22	7/1/2021	6/30/2023	\$490,252.09	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP221ADULT23	7/1/2022	6/30/2024	\$536,868.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP231ADULT24	7/1/2023	6/30/2025	\$474,938.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF231APSWA23	7/1/2022	6/30/2023	\$204,647.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF241APSWA24	7/1/2023	6/30/2024	\$156,017.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF221DSLWK22	10/1/2021	6/30/2023	\$2,906,835.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF231DSLWK23	10/1/2022	6/30/2024	\$2,749,294.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF241DSLWK24	10/1/2023	6/30/2025	\$2,286,103.38	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP211DSLWK22	7/1/2021	6/30/2023	\$683,151.55	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP221DSLWK23	7/1/2022	6/30/2024	\$687,136.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP231DSLWK24	7/1/2023	6/30/2025	\$628,565.73	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP221ESIFA23	7/1/2022	6/30/2023	\$575,954.41	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP231ESIFA24	7/1/2023	6/30/2024	\$594,489.45	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF206DRDWG20	7/1/2022	6/30/2023	\$1,425,739.69	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF211DRDWG21	8/21/2021	8/20/2023	\$550,085.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF211CBRSP21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF211RESEA21	10/1/2022	9/30/2023	\$263,934.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF231RYSWA23	10/1/2022	6/30/2023	\$80,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF231SYSWA23	6/1/2023	6/30/2023	\$10,560.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMF241SYSWA24	7/1/2023	8/31/2024	\$1,760,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP211SYSWA22	5/15/2023	8/31/2023	\$480,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP222MNSWA23	5/15/2023	8/31/2023	\$48,000.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP211YOUTH22	4/1/2021	6/30/2023	\$2,935,628.33	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP221YOUTH23	4/1/2022	6/30/2024	\$3,054,142.00	\$0.00
Northern Middle Tennessee Local Workforce Development Board, Inc.	LWNNMP231YOUTH24	4/1/2023	6/30/2025	\$2,510,336.98	\$0.00
Project Return Inc	LW33F241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
South Central Tennessee Development District	LWSMF221ADULT22	10/1/2021	6/30/2023	\$711,224.65	\$0.00
South Central Tennessee Development District	LWSMF231ADULT23	10/1/2022	6/30/2024	\$581,139.00	\$0.00
South Central Tennessee Development District	LWSMF241ADULT24	10/1/2023	6/30/2025	\$559,728.49	\$0.00
South Central Tennessee Development District	LWSMP211ADULT22	7/1/2021	6/30/2023	\$150,903.35	\$0.00
South Central Tennessee Development District	LWSMP221ADULT23	7/1/2022	6/30/2024	\$130,042.00	\$0.00
South Central Tennessee Development District	LWSMP231ADULT24	7/1/2023	6/30/2025	\$137,035.93	\$0.00
South Central Tennessee Development District	LWSMF231APSWA23	7/1/2022	6/30/2023	\$53,356.00	\$0.00
South Central Tennessee Development District	LWSMF241APSWA24	7/1/2023	6/30/2024	\$16,342.00	\$0.00
South Central Tennessee Development District	LWSMF221DSLWK22	10/1/2021	6/30/2023	\$560,773.93	\$0.00
South Central Tennessee Development District	LWSMF231DSLWK23	10/1/2022	6/30/2024	\$584,641.00	\$0.00
South Central Tennessee Development District	LWSMF241DSLWK24	10/1/2023	6/30/2025	\$551,169.13	\$0.00
South Central Tennessee Development District	LWSMP211DSLWK22	7/1/2021	6/30/2023	\$131,790.62	\$0.00
South Central Tennessee Development District	LWSMP221DSLWK23	7/1/2022	6/30/2024	\$146,120.00	\$0.00
South Central Tennessee Development District	LWSMP231DSLWK24	7/1/2023	6/30/2025	\$151,544.34	\$0.00
South Central Tennessee Development District	LWSMP221ESIFA23	7/1/2022	6/30/2023	\$287,496.64	\$0.00
South Central Tennessee Development District	LWSMP231ESIFA24	7/1/2023	6/30/2024	\$142,977.94	\$0.00

South Central Tennessee Development District	LWSMF202DRDWG20	7/1/2022	6/30/2023	\$4,354.92	\$0.00
South Central Tennessee Development District	LWSMF206DRDWG20	7/1/2022	6/30/2023	\$644,595.14	\$0.00
South Central Tennessee Development District	LWSMF211CBRSF21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
South Central Tennessee Development District	LWSMF211RESEA21	10/1/2022	9/30/2023	\$77,163.00	\$0.00
South Central Tennessee Development District	LWSMF231RYSWA23	10/1/2022	6/30/2023	\$170,000.00	\$0.00
South Central Tennessee Development District	LWSMF241RYSWA24	8/15/2023	6/30/2024	\$75,000.00	\$0.00
South Central Tennessee Development District	LWSMF241YSWA24	7/1/2023	8/31/2024	\$1,000,000.00	\$0.00
South Central Tennessee Development District	LWSMP211YSWA22	5/15/2023	8/31/2023	\$75,150.00	\$0.00
South Central Tennessee Development District	LWSMP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
South Central Tennessee Development District	LWSMP222MNSWA23	5/15/2023	8/31/2023	\$8,350.00	\$0.00
South Central Tennessee Development District	LWSMP211YOUTH22	4/1/2021	6/30/2023	\$850,673.13	\$0.00
South Central Tennessee Development District	LWSMP221YOUTH23	4/1/2022	6/30/2024	\$687,756.00	\$0.00
South Central Tennessee Development District	LWSMP231YOUTH24	4/1/2023	6/30/2025	\$669,851.09	\$0.00
South Central Tennessee Development District	LWN08F241RYSWA24	8/15/2023	6/30/2024	\$93,109.00	\$0.00
South Central Tennessee Workforce Alliance	LWSEF221ADULT22	10/1/2021	6/30/2023	\$1,070,240.01	\$0.00
Southeast TN Development District	LWSEF231ADULT23	10/1/2022	6/30/2024	\$933,138.00	\$0.00
Southeast TN Development District	LWSEF241ADULT24	10/1/2023	6/30/2025	\$812,383.24	\$0.00
Southeast TN Development District	LWSEP211ADULT22	7/1/2021	6/30/2023	\$227,077.06	\$0.00
Southeast TN Development District	LWSEP221ADULT23	7/1/2022	6/30/2024	\$208,810.00	\$0.00
Southeast TN Development District	LWSEP231ADULT24	7/1/2023	6/30/2025	\$198,892.31	\$0.00
Southeast TN Development District	LWSEF231APSWA23	7/1/2022	6/30/2023	\$83,974.00	\$0.00
Southeast TN Development District	LWSEF241APSWA24	7/1/2023	6/30/2024	\$72,008.00	\$0.00
Southeast TN Development District	LWSEF221DSLWK22	10/1/2021	6/30/2023	\$909,642.94	\$0.00
Southeast TN Development District	LWSEF231DSLWK23	10/1/2022	6/30/2024	\$845,662.00	\$0.00
Southeast TN Development District	LWSEF241DSLWK24	10/1/2023	6/30/2025	\$977,985.02	\$0.00
Southeast TN Development District	LWSEP211DSLWK22	7/1/2021	6/30/2023	\$213,780.27	\$0.00
Southeast TN Development District	LWSEP221DSLWK23	7/1/2022	6/30/2024	\$211,358.00	\$0.00
Southeast TN Development District	LWSEP231DSLWK24	7/1/2023	6/30/2025	\$268,897.67	\$0.00
Southeast TN Development District	LWSEP221ESIFA23	7/1/2022	6/30/2023	\$533,813.48	\$0.00
Southeast TN Development District	LWSEP231ESIFA24	7/1/2023	6/30/2024	\$537,644.15	\$0.00
Southeast TN Development District	LWSEF202DRDWG20	7/1/2022	6/30/2023	\$195,542.98	\$0.00
Southeast TN Development District	LWSEF206DRDWG20	7/1/2022	6/30/2023	\$990,141.37	\$0.00
Southeast TN Development District	LWSEF211CBRSF21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
Southeast TN Development District	LWSEF211RESEA21	10/1/2022	9/30/2023	\$99,418.00	\$0.00
Southeast TN Development District	LWSEF231RYSWA23	10/1/2022	6/30/2023	\$140,000.00	\$0.00
Southeast TN Development District	LWSEF241RYSWA24	8/15/2023	6/30/2024	\$50,000.00	\$0.00
Southeast TN Development District	LWSEF241YSWA24	7/1/2023	8/31/2024	\$880,000.00	\$0.00
Southeast TN Development District	LWSEP211YSWA22	5/15/2023	8/31/2023	\$288,000.00	\$0.00
Southeast TN Development District	LWSEP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
Southeast TN Development District	LWSEP222MNSWA23	5/15/2023	8/31/2023	\$32,000.00	\$0.00
Southeast TN Development District	LWSEP211YOUTH22	4/1/2021	6/30/2023	\$1,358,768.58	\$0.00
Southeast TN Development District	LWSEP221YOUTH23	4/1/2022	6/30/2024	\$1,200,272.00	\$0.00
Southeast TN Development District	LWSEP231YOUTH24	4/1/2023	6/30/2025	\$1,062,118.13	\$0.00
TCAT Knoxville	LWH19F241RYSWA24	8/15/2023	6/30/2024	\$94,985.00	\$0.00
Tennessee Builders Education Foundation	LW35F241RYSWA24	8/15/2023	6/30/2024	\$46,891.00	\$0.00
Tennessee Higher Education Initiative	LW32F241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Tennessee Prison Outreach Ministry	LW34F241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
The University of Tennessee	LW21F221QSNAP22	10/1/2021	9/30/2022	\$650,026.00	\$0.00
The University of Tennessee	LW21F221SSNAP22	10/1/2021	9/30/2022	\$423,548.00	\$423,548.00
The University of Tennessee	LW21F231QSNAP23	10/1/2022	9/30/2023	\$499,102.00	\$0.00
The University of Tennessee	LW21F231SSNAP23	10/1/2022	9/30/2023	\$539,093.00	\$539,093.00
United Way of Middle Tennessee, Inc. DBA United Way of Metropolitan Nashville	LW24F231SSNAP23	10/1/2022	9/30/2023	\$4,957,026.00	\$4,957,026.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF231ADULT23	10/1/2022	6/30/2024	\$473,126.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF241ADULT24	10/1/2023	6/30/2025	\$467,220.03	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221ADULT23	7/1/2022	6/30/2024	\$105,872.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP231ADULT24	7/1/2023	6/30/2025	\$114,387.48	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF241APSWA24	7/1/2023	6/30/2024	\$61,607.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF231DSLWK23	10/1/2022	6/30/2024	\$390,437.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF241DSLWK24	10/1/2023	6/30/2025	\$337,432.37	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221DSLWK23	7/1/2022	6/30/2024	\$97,582.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP231DSLWK24	7/1/2023	6/30/2025	\$92,777.27	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221ESIFA23	7/1/2022	6/30/2023	\$157,633.48	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP231ESIFA24	7/1/2023	6/30/2024	\$210,863.24	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF211CBRSF21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF211RESEA21	10/1/2022	9/30/2023	\$88,717.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221CSEP23	7/1/2022	6/30/2023	\$189,737.00	\$22,463.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP231CSEP24	7/1/2023	6/30/2024	\$191,207.00	\$22,634.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCF241YSWA24	7/1/2023	8/31/2024	\$352,000.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP211YSWA22	5/15/2023	8/31/2023	\$48,000.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP222MNSWA23	5/15/2023	8/31/2023	\$4,800.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP221YOUTH23	4/1/2022	6/30/2024	\$562,153.00	\$0.00
Upper Cumberland Local Workforce Development Board, Inc.	LWUCP231YOUTH24	4/1/2023	6/30/2025	\$563,813.57	\$0.00
Workforce Innovations, Inc	LWNNWF221ADULT22	10/1/2021	6/30/2023	\$570,036.64	\$0.00
Workforce Innovations, Inc	LWNNWF231ADULT23	10/1/2022	6/30/2024	\$500,499.00	\$0.00
Workforce Innovations, Inc	LWNNWF241ADULT24	10/1/2023	6/30/2025	\$432,966.81	\$0.00
Workforce Innovations, Inc	LWNNWP211ADULT22	7/1/2021	6/30/2023	\$120,946.93	\$0.00
Workforce Innovations, Inc	LWNNWP221ADULT23	7/1/2022	6/30/2024	\$111,998.00	\$0.00
Workforce Innovations, Inc	LWNNWP231ADULT24	7/1/2023	6/30/2025	\$106,001.41	\$0.00
Workforce Innovations, Inc	LWSWF222ADULT22	4/14/2022	6/30/2023	\$375,000.00	\$0.00
Workforce Innovations, Inc	LWSWF231ADULT23	10/1/2022	6/30/2024	\$473,644.00	\$0.00
Workforce Innovations, Inc	LWSWF241ADULT24	10/1/2023	6/30/2025	\$417,790.23	\$0.00
Workforce Innovations, Inc	LWSWP221ADULT23	7/1/2022	6/30/2024	\$105,989.00	\$0.00
Workforce Innovations, Inc	LWSWP231ADULT24	7/1/2023	6/30/2025	\$102,285.79	\$0.00
Workforce Innovations, Inc	LWNNWF231APSWA23	7/1/2022	6/30/2023	\$86,127.00	\$0.00
Workforce Innovations, Inc	LWNNWF241APSWA24	7/1/2023	6/30/2024	\$66,407.00	\$0.00
Workforce Innovations, Inc	LWSWF231APSWA23	7/1/2022	6/30/2023	\$74,698.00	\$0.00
Workforce Innovations, Inc	LWSWF241APSWA24	7/1/2023	6/30/2024	\$59,206.00	\$0.00
Workforce Innovations, Inc	LWNNWF221DSLWK22	10/1/2021	6/30/2023	\$392,636.97	\$0.00
Workforce Innovations, Inc	LWNNWF231DSLWK23	10/1/2022	6/30/2024	\$360,103.00	\$0.00
Workforce Innovations, Inc	LWNNWF241DSLWK24	10/1/2023	6/30/2025	\$297,367.25	\$0.00
Workforce Innovations, Inc	LWNNWP211DSLWK22	7/1/2021	6/30/2023	\$92,275.81	\$0.00
Workforce Innovations, Inc	LWNNWP221DSLWK23	7/1/2022	6/30/2024	\$90,001.00	\$0.00
Workforce Innovations, Inc	LWNNWP231DSLWK24	7/1/2023	6/30/2025	\$81,761.34	\$0.00
Workforce Innovations, Inc	LWSWF222DSLWK22	4/14/2022	6/30/2023	\$370,679.37	\$0.00
Workforce Innovations, Inc	LWSWF231DSLWK23	10/1/2022	6/30/2024	\$336,699.00	\$0.00
Workforce Innovations, Inc	LWSWF241DSLWK24	10/1/2023	6/30/2025	\$279,423.74	\$0.00
Workforce Innovations, Inc	LWNNWP221ESIFA23	7/1/2022	6/30/2023	\$303,362.75	\$0.00
Workforce Innovations, Inc	LWNNWP231ESIFA24	7/1/2023	6/30/2024	\$304,249.39	\$0.00
Workforce Innovations, Inc	LWSWP221ESIFA23	7/1/2022	6/30/2023	\$213,097.09	\$0.00
Workforce Innovations, Inc	LWSWP231ESIFA24	7/1/2023	6/30/2024	\$209,957.50	\$0.00

Workforce Innovations, Inc	LWNNWF202DRDWDG20	7/1/2022	6/30/2023	\$469,121.19	\$0.00
Workforce Innovations, Inc	LWNNWF206DRDWDG20	7/1/2022	6/30/2023	\$17,610.02	\$0.00
Workforce Innovations, Inc	LWSWF202DRDWDG20	7/1/2022	6/30/2023	\$142,213.70	\$0.00
Workforce Innovations, Inc	LWSWF206DRDWDG20	7/1/2022	6/30/2023	\$334,335.58	\$0.00
Workforce Innovations, Inc	LWNNWP211CBRSPP22	2/15/2023	6/30/2023	\$255,550.00	\$0.00
Workforce Innovations, Inc	LWSWF211CBRSPP21	2/15/2023	6/30/2023	\$190,000.00	\$0.00
Workforce Innovations, Inc	LWNNWF211RESEA21	10/1/2022	9/30/2023	\$37,856.00	\$0.00
Workforce Innovations, Inc	LWSWF211RESEA21	10/1/2022	9/30/2023	\$37,022.00	\$0.00
Workforce Innovations, Inc	LWSWP231SCSEP24	7/1/2023	6/30/2024	\$163,892.00	\$19,400.00
Workforce Innovations, Inc	LWNNWF211SESWA21	7/1/2021	6/30/2023	\$665,725.00	\$0.00
Workforce Innovations, Inc	LWNNWF211ADSWA22	7/1/2023	6/30/2024	\$232,000.00	\$0.00
Workforce Innovations, Inc	LWNNWF231RYSWA23	10/1/2022	6/30/2023	\$140,000.00	\$0.00
Workforce Innovations, Inc	LWNNWF241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Workforce Innovations, Inc	LWNNWF241SYSWA24	7/1/2023	8/31/2024	\$426,666.66	\$0.00
Workforce Innovations, Inc	LWNNWF242RYSWA24	8/15/2023	6/30/2024	\$50,000.00	\$0.00
Workforce Innovations, Inc	LWNNWP201MNSWA21	7/1/2022	6/30/2023	\$19,572.50	\$0.00
Workforce Innovations, Inc	LWNNWP221MNSWA23	2/15/2023	6/30/2023	\$13,450.00	\$0.00
Workforce Innovations, Inc	LWNNWP222MNSWA23	5/15/2023	8/31/2023	\$5,333.33	\$0.00
Workforce Innovations, Inc	LWSWF231RYSWA23	10/1/2022	6/30/2023	\$110,000.00	\$0.00
Workforce Innovations, Inc	LWSWF241RYSWA24	8/15/2023	6/30/2024	\$95,000.00	\$0.00
Workforce Innovations, Inc	LWSWF241SYSWA24	7/1/2023	8/31/2024	\$426,666.66	\$0.00
Workforce Innovations, Inc	LWSWF242RYSWA24	8/15/2023	6/30/2024	\$25,000.00	\$0.00
Workforce Innovations, Inc	LWSWP211SYSWA22	5/15/2023	8/31/2023	\$48,000.00	\$0.00
Workforce Innovations, Inc	LWSWP221MNSWA23	2/15/2023	6/30/2023	\$10,000.00	\$0.00
Workforce Innovations, Inc	LWSWP222MNSWA23	5/15/2023	8/31/2023	\$5,333.33	\$0.00
Workforce Innovations, Inc	LWNNWP221YOUTH24	4/1/2022	6/30/2024	\$606,322.00	\$0.00
Workforce Innovations, Inc	LWNNWP231YOUTH24	4/1/2023	6/30/2025	\$531,546.34	\$0.00
Workforce Innovations, Inc	LWSWP221YOUTH22	4/14/2022	6/30/2023	\$553,188.12	\$0.00
Workforce Innovations, Inc	LWSWP221YOUTH23	4/1/2022	6/30/2024	\$576,172.00	\$0.00
Workforce Innovations, Inc	LWSWP231YOUTH24	4/1/2023	6/30/2025	\$514,724.81	\$0.00
Workforce MidSouth, Inc.	LWGMF221ADULT22	10/1/2021	6/30/2023	\$2,574,194.45	\$0.00
Workforce MidSouth, Inc.	LWGMF231ADULT23	10/1/2022	6/30/2024	\$2,395,598.00	\$0.00
Workforce MidSouth, Inc.	LWGMF241ADULT24	10/1/2023	6/30/2025	\$2,810,151.20	\$0.00
Workforce MidSouth, Inc.	LWGMF211ADULT22	7/1/2021	6/30/2023	\$546,177.01	\$0.00
Workforce MidSouth, Inc.	LWGMF221ADULT23	7/1/2022	6/30/2024	\$536,068.00	\$0.00
Workforce MidSouth, Inc.	LWGMF231ADULT24	7/1/2023	6/30/2025	\$687,997.27	\$0.00
Workforce MidSouth, Inc.	LWGMF231APSWA23	7/1/2022	6/30/2023	\$103,034.00	\$0.00
Workforce MidSouth, Inc.	LWGMF241APSWA24	7/1/2023	6/30/2024	\$85,609.00	\$0.00
Workforce MidSouth, Inc.	LWGMF221DSLWK22	10/1/2021	6/30/2023	\$1,885,953.28	\$0.00
Workforce MidSouth, Inc.	LWGMF231DSLWK23	10/1/2022	6/30/2024	\$1,923,409.00	\$0.00
Workforce MidSouth, Inc.	LWGMF241DSLWK24	10/1/2023	6/30/2025	\$1,766,109.69	\$0.00
Workforce MidSouth, Inc.	LWGMF211DSLWK22	7/1/2021	6/30/2023	\$443,228.43	\$0.00
Workforce MidSouth, Inc.	LWGMF221DSLWK23	7/1/2022	6/30/2024	\$480,720.00	\$0.00
Workforce MidSouth, Inc.	LWGMF231DSLWK24	7/1/2023	6/30/2025	\$485,593.10	\$0.00
Workforce MidSouth, Inc.	LWGMF221ESIFA23	7/1/2022	6/30/2023	\$383,560.28	\$0.00
Workforce MidSouth, Inc.	LWGMF231ESIFA24	7/1/2023	6/30/2024	\$669,878.15	\$0.00
Workforce MidSouth, Inc.	LWGMF221CBRSPP22	2/15/2023	6/30/2023	\$60,000.00	\$0.00
Workforce MidSouth, Inc.	LWGMF211RESEA21	10/1/2022	9/30/2023	\$196,547.00	\$0.00
Workforce MidSouth, Inc.	LWGMF221SCSEP23	7/1/2022	6/30/2023	\$442,719.00	\$52,413.00
Workforce MidSouth, Inc.	LWGMF231SCSEP24	7/1/2023	6/30/2024	\$437,043.00	\$51,735.00
Workforce MidSouth, Inc.	LWGMF241SYSWA24	7/1/2023	8/31/2024	\$261,547.50	\$0.00
Workforce MidSouth, Inc.	LWGMF211SYSWA22	5/15/2023	8/31/2023	\$96,000.00	\$0.00
Workforce MidSouth, Inc.	LWGMF221MNSWA23	2/15/2023	6/30/2023	\$3,000.00	\$0.00
Workforce MidSouth, Inc.	LWGMF222MNSWA23	5/15/2023	8/31/2023	\$9,600.00	\$0.00
Workforce MidSouth, Inc.	LWGMF211YOUTH22	4/1/2021	6/30/2023	\$3,259,669.16	\$0.00
Workforce MidSouth, Inc.	LWGMF221YOUTH23	4/1/2022	6/30/2024	\$3,080,436.00	\$0.00
Workforce MidSouth, Inc.	LWGMF231YOUTH24	4/1/2023	6/30/2025	\$3,640,902.19	\$0.00

Appendix D

	Federal Regulation	Complexity*	Prior Experience*	Last Time Monitored	Level of Risk*	Notes
Northeast	WIOA Section 184(a)(4)	3	3	9/28/2023	3	
East	WIOA Section 184(a)(4)	3	3	5/30/2023	3	
Southeast	WIOA Section 184(a)(4)	3	3	6/13/2023	3	
Upper Cumberland	WIOA Section 184(a)(4)	3	3	9/14/2023	3	Identified as 'high risk' for the following reasons: • Monitoring these subrecipients is required under federal law
Northern Middle	WIOA Section 184(a)(4)	3	3	8/1/2023	3	• Entities are comprised of multiple programs of high complexity
Southern Middle	WIOA Section 184(a)(4)	3	3	6/27/2023	3	
Northwest	WIOA Section 184(a)(4)	3	3	2/6/2023	3	
Southwest	WIOA Section 184(a)(4)	3	3	4/24/2023	3	
Greater Memphis	WIOA Section 184(a)(4)	3	3	4/13/2023	3	
TN CSA	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	3	9/5/2023	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: • Monitored in previous cycle
Center for Employment Opportunities	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	2	3	8/2/2023	3	Will be monitored during the 2023-2024 cycle: Identified as 'high risk' for the following reasons: • Budget over: \$450,000
University of TN - Extension	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	3	3	7/11/2022	3	Will be NOT monitored during the 2023-2024 cycle: Identified as 'high risk' for the following reasons: • Budget over: \$250,000
United Way of Middle TN	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	3	3	7/13/2023	3	Will be monitored during the 2023-2024 cycle: Identified as 'high risk' for the following reasons: Budget over \$250,000
Chattanooga Goodwill	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	3	5/18/2022	2	Will be monitored during the 2023-2024 cycle: Identified as 'high risk' for the following reasons: • Not monitored during 2022-2023 monitoring cycle
Arbor E&T	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	3	3	7/12/2023	3	Will be monitored during the 2023-2024 cycle: Identified as 'high risk' for the following reasons: Partnership is ending. Closeout required
Men of Valor	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	3	8/8/2023	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner. But previous experience as a partner
Knoxville Leadership Foundation	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
Project Return	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
South Central TN Workforce Alliance	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
TCAT Knoxville	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
TN Builders Education Foundation	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
TN Higher Education Initiative	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner
TN Prison Outreach Ministry	Central Procurement Office Grant Management and Subrecipient Monitoring Policy and ProceduresSection 9.1	1	1	N/A	1	Will NOT be monitored during the 2023-2024 cycle: Identified as 'low risk' for the following reasons: New partner on one year contract; closeout will be conducted unless second contract provided. Will be monitored following year if continued as partner

* Complexity, Prior Experience, and Level of Risk are rated on a 1-3 scale of Professional Judgement
A score of '1' indicates 'Low' and '3' indicates 'High'

Appendix E

FY	Entities to Monitor	Entrance Conference	PAR Report Issued	Findings?	CAP Submitted	Findings Resolved?
	Alliance For Business And Training	11/15/2022	1/23/2023	No		
	Arbor E&T, LLC d/b/a Equus Workforce Solutions	7/12/2023	review in process			
	Center for Employment Opportunities, Inc.	8/2/2023	review in process			
F	Chattanooga Goodwill Industries, Inc.	5/18/2022	7/1/2022	Yes	Yes	Yes
Y	East Tennessee Human Resource Agency Inc	5/2/2023	9/6/2023	Yes	No	No
	First Tennessee Development District	8/17/2023	review in process			
	Goodwill Industries - Knoxville, Inc.	1/11/2022	3/16/2022	No		
2	Men of Valor	7/13/2023	8/8/2023	No		
0	Meritan Inc	11/21/2022	12/5/2022	No		
2	Northern Middle Tennessee Local Workforce Development Board, Inc.	7/11/2023	review in process			
2	Northwest Tennessee Workforce Board	1/9/2023	3/28/2023	No		
-	South Central Tennessee Development District	6/13/2023	9/22/2023	Yes	No	No
2	Southeast TN Development District	2/1/2023	6/21/2023	Yes	Yes	Yes
0	Southwest Human Resource Agency	7/12/2022	11/17/2022	Yes	Yes	Yes
2	Tennessee Community Services Agency	9/5/2023	review in process			
3	The University of Tennessee	7/11/2022	10/10/2022	No		
	United Way of Middle Tennessee, Inc. DBA United Way of Metropolitan Nashville	8/22/2023	review in process			
	Upper Cumberland Local Workforce Development Board, Inc.	8/8/2023	review in process			
	Workforce Innovations/Southwest LWDA	3/16/2023	7/31/2023	No		
	Workforce MidSouth, Inc.	3/8/2023	7/19/2023	Yes	Yes	No

ADULT ATTRIBUTE SHEET

Category	WIOA Title I Adult Participant Review	Compliant	Non-Compliant	N/A	Comments	citation
Participant Info	State ID					
Participant Info	Participant Name					
Participant Info	Case Manager					
Participant Info	AIC					
Participant Info	Local Area					
Participant Info	Participant Birth Date					
Participant Info	Verification of age uploaded to VOS					
Individual Career Services	Date of Title 1 Adult enrollment application					
Individual Career Services	Enrollment application signature uploaded to VOS					
Participant Info	Participant Age at time of enrollment					
Veteran	Veteran or eligible spouse?					
Veteran	Veteran documentation uploaded to VOS					
Veteran	Received DVOP Service					
Citizenship Status	US Work Authorized and uploaded to VOS					
Citizenship Status	Selective Service Registration and uploaded to VOS					
Individual Career Services	Objective Assessment conducted with participant					
Individual Career Services	Assessment test results uploaded to VOS					
Individual Career Services	Individual Employment Plan (IEP) signed by participant uploaded to VOS					
Individual Career Services	Short/Long Term Objectives listed in the IEP					
Individual Career Services	Waivers					
Low-Income Individual	Participant's county of residence					
Low-Income Individual	Family Size					
Low-Income Individual	Entered annualized income					
Low-Income Individual	Metro or Non-Metro					
Low-Income Individual	Lower Living Standard Income Level Threshold					
Low-Income Individual	Documentation demonstrates low-income status?					
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS					
Public Assistance	Temporary Assistance for Needy Families (TANF)					
Public Assistance	Other Public Assistance (specify)					
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)					
Adult eligibility	Must be 18 years or older					
	AND after an assessment, Title 1 staff determines that the individual is (all of these):					
Adult eligibility	*Unlikely or unable to obtain or retain self-sufficient employment					20 CFR 680.210
Adult eligibility	*The individual is determined eligible in accordance with the State and local priority system in effect for adults: referred to partner programs) what programs?					
Co-enrollment	received WP services during Title 1 enrollment					
Co-enrollment	date received WP services					
Individual Training Account (ITA)	(300) Activity code entered for Occupational Skills Training					
Individual Training Account (ITA)	Training justification documentation					
Individual Training Account (ITA)	In need of training services to obtain or retain self-sufficient employment; and					
Individual Training Account (ITA)	Has the skills and qualifications to participate successfully in training services					
Individual Training Account (ITA)	The individual must select a program of training services that is directly linked to the employment opportunities in the local area or the planning region.					
Individual Training Account (ITA)	The individual is unable to obtain grant assistance from other sources to pay the costs of such training or has a remaining unmet need after other grant assistance is exhausted.					
Individual Training Account (ITA)	ITA training provider is on the local Eligible Training Provider List (ETPL)					
Individual Training Account (ITA)	Acceptance letter with dates uploaded					
Individual Training Account (ITA)	Cost sheet from ETP uploaded					
Individual Training Account (ITA)	Voucher created to pay for participant training					
Individual Training Account (ITA)	Participant applied for, and exhausted, all federal subsidies for education?					
Individual Training Account (ITA)	Grades/Case notes indicating participant progress					
Individual Training Account (ITA)	Activity begin date					
Individual Training Account (ITA)	Activity end date					
Individual Training Account (ITA)	Status at the time of audit:					
Individual Training Account (ITA)	+Currently enrolled					
Individual Training Account (ITA)	+Successful completion					
Individual Training Account (ITA)	+Unsuccessful completion					
Individual Training Account (ITA)	+Dropped out of activity					
Individual Training Account (ITA)	+Voided					
Individual Training Account (ITA)	Measurable skills gain entered					
Individual Training Account (ITA)	Credential entered in program section of VOS					
Individual Training Account (ITA)	Activity code entered to VOS					
Apprenticeship	(314) Activity code entered for Apprenticeship					
Apprenticeship	Activity begin date					
Apprenticeship	Activity end date					
Apprenticeship	Apprenticeship Agreement uploaded to VOS					
Apprenticeship	Successful completion					
Apprenticeship	Date of successful completion					
Apprenticeship	Unsuccessful/dropped					
On-The-job Training (OJT)	(301) Activity code entered for OJT					
On-The-job Training (OJT)	OJT contract uploaded to VOS					
On-The-job Training (OJT)	Training outline uploaded to VOS					
On-The-job Training (OJT)	Number of hours worked documented					
On-The-job Training (OJT)	Activity begin date					
On-The-job Training (OJT)	Activity end date					
On-The-job Training (OJT)	Participant retained beyond end of OJT					
On-The-job Training (OJT)	Successful completion					
On-The-job Training (OJT)	Date of successful completion					
On-The-job Training (OJT)	Unsuccessful/drop					
Work Experience	(219) Activity code entered for Work Experience					
Work Experience	Work experience agreement uploaded to VOS					
Work Experience	Training outline/education component info present					
Work Experience	Activity begin date					
Work Experience	Activity end date					
Work Experience	Time sheets uploaded to VOS					
Work Experience	Payment requests / Invoices / Vouchers					
Work Experience	Successful completion					
Work Experience	Date of successful completion					
Work Experience	Unsuccessful/drop					
Supportive Service Activities	Activity code entered					
Supportive Service Activities	Justification for supportive services (i.e. participating in training/employment activity; in an activity above)					
Supportive Service Activities	Reference to payment request / Invoices / Vouchers					
Supportive Service Activities	Attendance records					
Exit / Follow-Up Information	Exit date					
Exit / Follow-Up Information	Activity Exit Status (verification present, case noted, uploaded)					
Exit / Follow-Up Information	Educational status at exit:					
Exit / Follow-Up Information	-In school; post-secondary					
Exit / Follow-Up Information	-Not attending school or secondary school dropout					
Exit / Follow-Up Information	-Not attending school; secondary school graduate or has a recognized equivalent					
Exit / Follow-Up Information	Entered post-secondary (verification present, case noted, uploaded)					
Exit / Follow-Up Information	Obtained employment					
Exit / Follow-Up Information	Last date of contact					
Exit / Follow-Up Information	Follow-up services provided					
Exit / Follow-Up Information	Follow-up activity entered					
Exit / Follow-Up Information	Follow-up quarters completed to date					
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services					

DISLOCATED WORKER ATTRIBUTE SHEET

Category	WIOA Title I DW Participant Review	Compliant	Non-Compliant	N/A	Comments
Participant Info	Date ID				
Participant Info	Participant Name				
Participant Info	Case Manager				
Participant Info	AKC				
Participant Info	Local Area				
Participant Info	Participant Birth Date				
Participant Info	Verification of age uploaded to VOS				
Individual Career Services	Date of Title I DW enrollment application				
Individual Career Services	Enrollment application signature uploaded to VOS				
Participant Info	Participant Age at time of enrollment				
Educational Status at time of enrollment	Not attending school or secondary school dropout				
Educational Status at time of enrollment	Not attending school; secondary school graduate or has a recognized equivalent				
Educational Status at time of enrollment	Not attending school; within age of compulsory school attendance				
Employment Status at time of enrollment	Employed				
Employment Status at time of enrollment	Unemployed				
Employment Status at time of enrollment	Under-employed				
Employment Status at time of enrollment	Long term unemployed (27 consecutive weeks or more)				
Employment Status at time of enrollment	Employed, but received notice of termination of employment or military separation...				
Employment Status at time of enrollment	UI claimant				
DW eligibility	Date of dislocation				
DW eligibility	Category of dislocation				
DW eligibility	Must be 18 years or older				
DW eligibility	AWD after an assessment. Title I staff determines that the individual is (all of these)				
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS				
Public Assistance	Temporary Assistance for Needy Families (TANF)				
Public Assistance	Other Public Assistance (Specify)				
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)				
Veteran	Veteran or eligible spouse?				
Veteran	Veteran documentation uploaded to VOS				
Citizenship Status	US Work Authorized and uploaded to VOS				
Citizenship Status	Admission/Active Registration and uploaded to VOS				
Individual Career Services	Objective Assessment conducted with participant				
Individual Career Services	Individual Employment Plan (IEP) signed by participant uploaded to VOS				
Individual Career Services	Short/Long Term Objectives listed in the IEP				
Individual Career Services	Waivers				
Low-income Individual	Participant's county of residence				
Low-income Individual	Family Size				
Low-income Individual	Entered annualized income				
Low-income Individual	Metrop or Non-Metrop				
Low-income Individual	Lower Living Standard Income Level Threshold				
Low-income Individual	Documentation demonstrates low-income status?				
Barriers	Displaced homemaker				
Barriers	Low-income individual				
Barriers	Indians, Alaska Natives, and Native Hawaiians				
Barriers	Individuals with disabilities, including youth				
Barriers	Older individuals				
Barriers	Ex-offender				
Barriers	Aged out of foster care				
Barriers	English language learner				
Barriers	Eligible migrant/seasonal farm worker				
Barriers	Individuals within 2 years of exhausting Social Security				
Barriers	Homeless individual				
Barriers	Long-term unemployed				
Barriers	Single parent				
Co-enrollment	TAA eligible				
Co-enrollment	Referred to partner program(s)				
Co-enrollment	Other program(s)				
Co-enrollment	Received WP services during Title I enrollment				
Co-enrollment	Date received WP services				
Individual Training Account (ITA)	[A00] Activity code entered for Occupational Skills Training				
Individual Training Account (ITA)	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Individual Training Account (ITA)	Training verification documentation				
Individual Training Account (ITA)	Unlikely or unable to obtain or retain self-sufficient employment				
Individual Training Account (ITA)	In need of training services to obtain or retain self-sufficient employment and				
Individual Training Account (ITA)	Has the skills and qualifications to participate successfully in training services				
Individual Training Account (ITA)	Assessment test results uploaded to VOS				
Individual Training Account (ITA)	The individual must select a program of training services that is directly linked to the employment opportunities in the local area or the planning region				
Individual Training Account (ITA)	ITA training provider is on the local Eligible Training Provider List (ETPL)				
Individual Training Account (ITA)	Acceptance letter with dates uploaded				
Individual Training Account (ITA)	Cost sheet from ETP uploaded				
Individual Training Account (ITA)	Voucher created to pay for participant training				
Individual Training Account (ITA)	Participant applied for, and exhausted, all federal subsidies for education				
Individual Training Account (ITA)	Grades/Case notes indicating participant progress				
Individual Training Account (ITA)	Activity begin date				
Individual Training Account (ITA)	Activity end date				
Individual Training Account (ITA)	Status at the time of audit				
Individual Training Account (ITA)	Currently enrolled				
Individual Training Account (ITA)	Successful completion				
Individual Training Account (ITA)	Unsuccessful completion				
Individual Training Account (ITA)	Dropped out of activity				
Individual Training Account (ITA)	Unstable				
Individual Training Account (ITA)	Measurable skills gain entered				
Individual Training Account (ITA)	Credential entered in program section of VOS				
Individual Training Account (ITA)	Credential uploaded to VOS				
Apprenticeship	[119] Activity code entered for Apprenticeship				
Apprenticeship	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Apprenticeship	Activity begin date				
Apprenticeship	Activity end date				
Apprenticeship	Apprenticeship Agreement uploaded to VOS				
Apprenticeship	Successful completion				
Apprenticeship	Date of successful completion				
Apprenticeship	Unsuccessful/dropped				
On-The-Job Training (OJT)	[301] Activity code entered for OJT				
On-The-Job Training (OJT)	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
On-The-Job Training (OJT)	OJT contract uploaded to VOS				
On-The-Job Training (OJT)	Training outline uploaded to VOS				
On-The-Job Training (OJT)	Number of hours worked documented				
On-The-Job Training (OJT)	Activity begin date				
On-The-Job Training (OJT)	Activity end date				
On-The-Job Training (OJT)	Participant entered beyond end of OJT				
On-The-Job Training (OJT)	Successful completion				
On-The-Job Training (OJT)	Date of successful completion				
On-The-Job Training (OJT)	Unsuccessful/drop				
Work Experience	[219] Activity code entered for Work Experience				
Work Experience	Activities in good standing? (i.e. actual begin date entered, no system closed, etc.)				
Work Experience	Work experience agreement uploaded to VOS				
Work Experience	Training outline/education component info present				
Work Experience	Activity begin date				
Work Experience	Activity end date				
Work Experience	Time sheets uploaded to VOS				
Work Experience	Payment requests / Invoices / Vouchers				
Work Experience	Successful completion				
Work Experience	Date of successful completion				
Work Experience	Unsuccessful/drop				
Supportive Service Activities	Activity code entered				
Supportive Service Activities	Justification for supportive services (i.e. participating in training/employment activity; in an activity above)				
Supportive Service Activities	Reference to payment request / Invoices / Vouchers				
Supportive Service Activities	Attendance records				
Exit / Follow-Up Information	Exit date				
Exit / Follow-Up Information	Activity Exit Status (verification present, case noted, uploaded)				
Exit / Follow-Up Information	Educational status at exit				
Exit / Follow-Up Information	Not school post-secondary				
Exit / Follow-Up Information	Not attending school or secondary school dropout				
Exit / Follow-Up Information	Not attending school; secondary school graduate or has a recognized equivalent				
Exit / Follow-Up Information	Entered post-secondary verification present, case noted, uploaded				
Exit / Follow-Up Information	Obtained employment				
Exit / Follow-Up Information	Last date of contact				
Exit / Follow-Up Information	Follow-up services provided				
Exit / Follow-Up Information	Follow-up activity entered				
Exit / Follow-Up Information	Follow-up starters completed to date				
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services				

YOUTH ATTRIBUTE SHEET

Category	WIDA Title I	Compliant	Non-Compliant	N/A	Comments	Citation
Participant Info	Date ID					
Participant Info	Participant Name					
Participant Info	Local Address					
Participant Info	Local Address					
Participant Info	Participant Birth Date					
Participant Info	Verification of age uploaded to VOS					
Individual Career Services	Copy of Title I Youth enrollment application					
Individual Career Services	Investment Addressing signature uploaded to VOS					
Participant Info	Participant Date of enrollment					
Warrior	Warrior or Active Veteran					
Warrior	Veteran documentation uploaded to VOS					
Warrior	Received DZOP Service					
Citizenship Status	US Birth Certificate and uploaded to VOS					
Citizenship Status	Selective Service Registration and uploaded to VOS					
Individual Career Services	Objective Assessment conducted with instructor					
Individual Career Services	Objective Assessment signed and uploaded to VOS					
Individual Career Services	Assessment test results uploaded to VOS					
Individual Career Services	Individual Development Plan (IDP) signed by participant					
Individual Career Services	Goals and objectives listed in the IDP					
Individual Career Services	Warrior					
Low-income individual	Participant's county of residence					
Low-income individual	Family size					
Low-income individual	Parental annualized income					
Low-income individual	Minor or Non-Minor					
Low-income individual	Lower Living Standard Income Level Threshold					
Low-income individual	Documentation demonstrating low-income status					
Public Assistance	Supplemental Nutrition Assistance Program (SNAP) and uploaded to VOS					
Public Assistance	Temporary Assistance for Needy Families (TANF)					
Public Assistance	Other Public Assistance (Specify)					
Public Assistance	Social Security Income (SSI)/Social Security Disability Income (SSDI)					
OSY eligibility	Must be between the ages of 16-24					
OSY eligibility	AND must be one of the following:					
OSY eligibility						20 CFR 680.210
OSY eligibility	Youth with age of compulsory school attendance but hasn't attended school for at least the most recent complete school year calendar					
OSY eligibility	Recipient of secondary diploma/equivalent who is low income and is SSI or ELL					
OSY eligibility	An individual who is subject to the juvenile or adult justice system					
OSY eligibility	Homeless/Run-Away					
OSY eligibility	Orphan or parentless					
OSY eligibility	Has a disability					
OSY eligibility	A low-income individual who requires additional assistance					
OSY eligibility	Must be between the ages of 16-24					
OSY eligibility	OR low income					
OSY eligibility	OR SSI non-low-income exempt					
OSY eligibility	AND one of the following:					
OSY eligibility	Basic Skills Deficient					
OSY eligibility	English Language Learner					
OSY eligibility	Sex Offender					
OSY eligibility	Homeless/Run-Away					
OSY eligibility	Orphan or parentless					
OSY eligibility	Has a disability					
OSY eligibility	A low-income individual who requires additional assistance					
OSY eligibility	referred to partner programs					
Co-enrollment	Valid program					
Co-enrollment	Access uploaded to partner program					
Co-enrollment	Received VOP services during Title I enrollment					
Co-enrollment	Not on the IEP register					
14 Program elements	(404) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent					
14 Program elements	(415) Alternative secondary school services, or dropout recovery services					
14 Program elements	(416) Field and unpaid work experiences that have as a component academic and occupational education, summer employment, pre-apprenticeship, internships, job shadowing, CTE					
14 Program elements	(417) Occupational skill training					
14 Program elements	(418) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster					
14 Program elements	(419) Leadership development opportunities					
14 Program elements	(420) Supportive services					
14 Program elements	(421) Postsecondary (2+ months)					
14 Program elements	(422) Follow-up services (12+ months)					
14 Program elements	(423) Comprehensive guidance and counseling					
14 Program elements	(424) Financial literacy education					
14 Program elements	(425) Entrepreneurial skills training					
14 Program elements	(426) All on-demand micro-occupations					
14 Program elements	(428) Secondary education and training transition preparation					
Individual Training Account (ITA)	And an 404 Activity code entered for Occupational Skills Training					
Individual Training Account (ITA)	Original approval documentation					
Individual Training Account (ITA)	The training provided on the local Eligible Training Provider List (ETPL)					
Individual Training Account (ITA)	Participant consent					
Individual Training Account (ITA)	Consent letter with date uploaded					
Individual Training Account (ITA)	Cost Sheet from ETPL uploaded					
Individual Training Account (ITA)	Voucher required to pay for participant training					
Individual Training Account (ITA)	Participant applied for, and received, all federal subsidies for education?					
Individual Training Account (ITA)	Activity begin date					
Individual Training Account (ITA)	Activity end date					
Individual Training Account (ITA)	Status at the time of audit					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Individual Training Account (ITA)	Successful completion					
Adult Education	404 Activity code entered for Adult Education					
Adult Education	enrolled in Adult Education					
Adult Education	Activity begin date					
Adult Education	Activity end date					
Adult Education	WSET obtained					
Adult Education	WSET obtained					
Pre-Apprenticeship	404 Activity code entered for Apprenticeship					
Pre-Apprenticeship	Activity begin date					
Pre-Apprenticeship	Activity end date					
Pre-Apprenticeship	Assessment/evaluation assessment uploaded to VOS					
Pre-Apprenticeship	Successful completion					
Pre-Apprenticeship	Date of successful completion					
Pre-Apprenticeship	Successful completion					
On-the-Job Training (OJT)	404 Activity code entered for OJT					
On-the-Job Training (OJT)	OJT contract uploaded to VOS					
On-the-Job Training (OJT)	Training outline uploaded to VOS					
On-the-Job Training (OJT)	Number of hours worked documented					
On-the-Job Training (OJT)	Activity begin date					
On-the-Job Training (OJT)	Activity end date					
On-the-Job Training (OJT)	Participant completed beyond end of OJT					
On-the-Job Training (OJT)	Successful completion					
On-the-Job Training (OJT)	Date of successful completion					
On-the-Job Training (OJT)	Successful completion					
Work Experience	404 Activity code entered for Work Experience					
Work Experience	Work experience agreement uploaded to VOS					
Work Experience	Training outline/documentation component info present					
Work Experience	Activity begin date					
Work Experience	Activity end date					
Work Experience	Time sheet uploaded to VOS					
Work Experience	Payment requests / Invoices / Vouchers					
Work Experience	Successful completion					
Work Experience	Date of successful completion					
Work Experience	Successful completion					
Supportive Service Activities	Activity code entered					
Supportive Service Activities	Justification for supportive service (i.e. participating in training/employment activity, in an activity above)					
Supportive Service Activities	Reference to placement request / Invoices / Vouchers					
Supportive Service Activities	Attendance records					
Youth Incentive	Activity code entered					
Youth Incentive	Justification for incentive present (i.e. tied to established goals, training/employment activity)					
Youth Incentive	Distribution of incentive uploaded					
Youth Incentive	Incentive receipt / Invoices					
Exit / Follow-Up Information	Exit date					
Exit / Follow-Up Information	Activity fee status (Verification present, Case closed, suspended)					
Exit / Follow-Up Information	Educational status at exit					
Exit / Follow-Up Information	In school, secondary or less					
Exit / Follow-Up Information	On school post-secondary					
Exit / Follow-Up Information	Have attended school or secondary school dropout, have attended school, secondary school graduate or has a concealed enrollment					
Exit / Follow-Up Information	Entered post-secondary verification present, Case closed, uploaded					
Exit / Follow-Up Information	Advanced employment					
Exit / Follow-Up Information	Last date of contact					
Exit / Follow-Up Information	Follow-up services requested					
Exit / Follow-Up Information	Follow-up services provided					
Exit / Follow-Up Information	Follow-up questions completed to date					
Exit / Follow-Up Information	Case notes adequate to follow participant's progress throughout services					

SNAP E&T ATTRIBUTE SHEET

Category	SNAP E&T Participant Review	Compliant/Effectiveness	Non-Compliant	N/A	Comments
Participant Info	Date ID				
Participant Info	Participant Name				
Participant Info	Case Manager				
Participant Info	JAC				
Participant Info	Local Area				
Veteran	Veteran or eligible spouse?				
Re-entry	Did client identify as justice involved/re-entry/criminal background issues?				
Re-entry	Was 188 activity code used?				
Individual Career Services	Date of DHS referral				
Individual Career Services	An appointment must be entered in VOS (meaning a letter was mailed or virtual contact was made) within 2 business days of referral from DHS				
Individual Career Services	The date of that scheduled appointment must be within 10 business days of DHS referral				
Individual Career Services	Appointment marked as 'attended', 'no show', or 'unsuccessful'				
Individual Career Services	SNAP Application completed				
Individual Career Services	[613] Activity Code entered for completion of initial appointment (actual date = initial appointment date)				
Individual Career Services	[205] Activity Code entered for Individual Employment Plan (IEP) (actual date = initial appointment date)				
Individual Career Services	Follow-up appointment scheduled no later than 30 days from last attended appointment				
Individual Career Services	Status notice sent within 2-5 business days after last appointment				
Individual Career Services	Status notice sent a minimum of each 30 days				
Individual Career Services	ABAWD status notice type was selected for those referred as ABAWDs				
Individual Career Services	For job-focused adults without dependents (ABAWDs), monthly DHS status notices list how many hours are met through SNAP E&T and documentation is uploaded to VOS with hours				
Individual Career Services	If employment obtained, employment verification has been uploaded to VOS and entered in Programs section				
Individual Career Services	If employment obtained, status notice including employment info must be sent to DHS within 10 days of being informed of employment				
Individual Career Services	Voluntary participant agreement signed and uploaded				
Individual Career Services	SNAP E&T Initial Contact Assessment uploaded to VOS				
Individual Career Services	Initial appointment case note				
Individual Career Services	States an intake assessment was completed				
Individual Career Services	-Lists barriers to employment				
Individual Career Services	-Lists goal(s) of program				
Individual Career Services	-Lists action steps to complete goal				
Individual Career Services	IEP steps are updated in case notes				
Individual Career Services	Case notes document all funding that is being provided by E&T				
Individual Career Services	Case note entered every 30 days for follow-up appointments while participating				
Individual Career Services	Follow-up case notes are clear and detailed				
Individual Career Services	Case notes entered within 10 business days for any information that may affect the participant's SNAP eligibility, ie, obtaining a job, changes in income, or other relevant information				
Co-enrollment	Referred to partner program(s) in case notes				
Co-enrollment	What partner program(s)				
Co-enrollment	Received WP services during SNAP E&T enrollment				
Co-enrollment	Date received WP services				
Adult Education	[629] Activity code entered for refer to Adult Education				
Adult Education	[635] Activity code entered for enroll in Adult Education				
Adult Education	Activity code begin date, projected end date, and actual end dates entered correctly				
Adult Education	Status at time of audit:				
Adult Education	-Currently enrolled (at the time of audit)				
Adult Education	-Successful completion				
Adult Education	-Unsuccessful completion				
Adult Education	JACT obtained				
Adult Education	Date JACT obtained				
Workforce Services	[627] Activity code entered for Refer to Workforce Service				
Workforce Services	[639] Activity code entered for Enroll to Workforce Service				
Workforce Services	Activity code begin date, projected end date, and actual end dates entered correctly				
Workforce Services	Cost sheet from ETP uploaded				
Workforce Services	Voucher created to pay for participant training and/or allowable support costs related to training				
Workforce Services	Participant applied for, and exhausted, all federal subsidies for education?				
Workforce Services	Status at time of audit:				
Workforce Services	-Currently enrolled (at the time of audit)				
Workforce Services	-Successful completion				
Workforce Services	-Unsuccessful completion				
Workforce Services	Credential entered in program section of VOS				
Workforce Services	Credential uploaded to VOS				
Vocational/Technical	[629] Activity code entered for refer to Vo Tech				
Vocational/Technical	[630] Activity code entered for enroll in Vo Tech				
Vocational/Technical	Activity code begin date, projected end date, and actual end dates entered correctly				
Vocational/Technical	Cost sheet from ETP uploaded				
Vocational/Technical	Voucher created to pay for participant training and/or allowable support costs related to training				
Vocational/Technical	Participant applied for, and exhausted, all federal subsidies for education?				
Vocational/Technical	Status at time of audit:				
Vocational/Technical	-Currently enrolled (at the time of audit)				
Vocational/Technical	-Successful completion				
Vocational/Technical	-Unsuccessful completion				
Vocational/Technical	Credential entered in program section of VOS				
Vocational/Technical	Credential uploaded to VOS				
Work Experience	[639] Activity code entered for Refer to Work Experience				
Work Experience	[640] Activity code entered for Enroll in Work Experience				
Work Experience	Activity code begin date, projected end date, and actual end dates entered correctly				
Work Experience	Time sheets uploaded to VOS				
Work Experience	Status at time of audit:				
Work Experience	-Currently enrolled (at the time of audit)				
Work Experience	-Successful completion				
Work Experience	-Unsuccessful completion				
Job Search Training	[633] Activity code entered for Refer to Job Search Training				
Job Search Training	[634] Activity code entered for Enroll in Job Search Training				
Job Search Training	Activity code begin date, projected end date, and actual end dates entered correctly				
Job Search Training	JST activity tracker uploaded to VOS				
Job Search Training	Status at time of audit:				
Job Search Training	-Currently enrolled (at the time of audit)				
Job Search Training	-Successful completion				
Job Search Training	-Unsuccessful completion				
Work Readiness	[639] Activity code entered for Refer to Work Readiness				
Work Readiness	[634] Activity code entered for Enroll in Work Readiness				
Work Readiness	Activity code begin date, projected end date, and actual end dates entered correctly				
Work Readiness	Status at time of audit:				
Work Readiness	-Currently enrolled (at the time of audit)				
Work Readiness	-Successful completion				
Work Readiness	-Unsuccessful completion				
Supportive Services	Attendance documentation uploaded for all transportation assistance issued through SNAP E&T				
Supportive Services	Childcare referral sent to DHS, case notes and uploaded to VOS				
Job Retention Assistance	[639] Activity code entered for Refer to Job Retention Assistance				
Job Retention Assistance	[640] Activity code entered for Enroll in Job Retention Assistance				
Job Retention Assistance	Activity code begin date, projected end date, and actual end dates entered correctly				
Job Retention Assistance	Received SNAP benefits current or previous month of JR enrollment and confirmation from DHS uploaded to VOS				
Job Retention Assistance	Employment verification uploaded to VOS				
Job Retention Assistance	Voucher created to pay for work related items				
Job Retention Assistance	Transportation assistance provided				
Job Retention Assistance	Activity open for minimum 30 days and maximum 90 days				
Job Retention Assistance	Mandatory follow up with client before closing activity documented in case notes				
Job Retention Assistance	Status at time of audit:				
Job Retention Assistance	-Currently enrolled (at the time of audit)				
Job Retention Assistance	-Successful completion				
Job Retention Assistance	-Unsuccessful completion				



Monitoring Tool: Equal Employment Opportunity

Subrecipient: Date: Completed By: Review Date: TDLWD Monitor:				
Has the Local Workforce Development Area (LWDA) appointed its equal opportunity officer for WIOA Title I services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Has the LWDA provided reasonable accommodations for persons with disability? If not, see below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Does the LWDA provide initial and continuing notice (using the required nondiscrimination language) that it does not discriminate on any prohibited grounds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Does the LWDA publish or broadcast program information in the news media? If so, does the LWDA indicate in the publications and broadcasts that:				
The WIOA funded program or activity in question is an equal opportunity employer/program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Auxiliary aids and services are available upon request to individuals with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Monitoring Tool: Equal Employment Opportunity

Has the LWDA applied analysis to its programs in order to determine how best to deliver language assistance to individuals who are Limited English Proficient (LEP)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
--	------------------------------	-----------------------------	------------------------------	-----------

If the analysis indicates the need for language assistance services, does the LWDA have in place one or more of the following oral interpretation services:				
Bi-lingual staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Staff interpreters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Contract interpreters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Telephone interpretation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Do the LWDA's written translation procedures fall within the "Safe Harbor" provisions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
--	------------------------------	-----------------------------	------------------------------	-----------

Does the LWDA have policies and procedures in place which ensure that interpreters and/or interpreter services provide interpretations as follows:				
With demonstrated proficiency and ability to interpret in both English and the other language, and the ability to identify consecutive, summary, simultaneous, or sight interpretations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
With knowledge of specialized terms and concepts of the program, vocabularies and phrases used by the LEP person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Monitoring Tool: Equal Employment Opportunity

Does the LWDA have policies and procedures in place which ensure the following:				
Those interpreters must certify that they will deliver interpretations that are accurate and not biased?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Those interpreters shall accept payment for services only from the LWDA and never from the client?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

After applying the 4-Factor Analysis, and if the need for translation of vital documents is reasonable and necessary, does the LWDA provide written translations of:				
Consent and complaint forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
A list of One-Stop partners and services offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Appeals documents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Notices requiring a response from clients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Information on the right to file complaints of discrimination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Information on the provision of services to individuals with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
State wage, hour, safety, and health information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Notices of free language assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Does the LWDA have procedures and policies in place which ensure planning and development of:				
Methods of identifying LEP individuals who need language assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Monitoring Tool: Equal Employment Opportunity

Training for staff on the available language services and how to use them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Easily-accessible and widely-known notices of free language assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Training staff on monitoring interpreter activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Does the covered LWDA have policies, procedures, and auxiliary aids and services in place which ensure the reasonable and necessary delivery of program services to qualified individuals who have physical and/or mental impairments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Does the covered LWDA have policies and procedures in place that ensure that individuals with qualifying disabilities will be referred for auxiliary aids and services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Does the LWDA have in place communication devices, such as TTY or TDD, or an equally effective communication system, for participants with a hearing impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Monitoring Tool: Equal Employment Opportunity

<p>If the LWDA has determined that the provision of accommodations would fundamentally alter the delivery of program, service, or activity, then does the LWDA have a written statement which details the reasons for reaching this conclusion?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Comments:</p>
<p>Does the LWDA have clearly visible signage, at the primary entrances of each inaccessible facility that refers individuals, with disabilities, to information about accessible facilities?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Comments:</p>
<p>Does the LWDA have the international symbol for accessibility at the primary entrances of each accessible facility?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Comments:</p>

Do the LWDA's published personnel policies and procedures prohibit actions defined in Section 37.11 of the implementing regulations? These are:

<p>Intimidation and retaliation for filing a complaint or furnishing information regarding management of a WIOA assisted program, service, or activity.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Comments:</p>
---	------------------------------	-----------------------------	------------------------------	------------------

Monitoring Tool: Equal Employment Opportunity

Is the initial and continuing notice provided that discrimination is prohibited? Is it:				
In internal memoranda, both hard copy and electronic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
In handbooks or manuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Made available to each participant and included in the participant's file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Made available, in appropriate formats, to individuals with visual impairments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Do the LWDA's orientations and other presentations to new employees, participants, employers and the general public include a discussion of the nondiscrimination and equal opportunity provisions applicable to WIOA programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Does the LWDA system have a complaint log which is used to record any complaints of discrimination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:

Monitoring Tool: Equal Employment Opportunity

Does the LWDA have documentation to ensure that all On-the-Job Training plans, contracts, and other similar agreements are non-discriminatory and contain provisions regarding non-discrimination and equal opportunity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
How does the LWDA provide disability awareness training for designated staff at the One-Stop Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
Has the contract agency received any discrimination complaints during the last fiscal year or during the current contract year? Explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
What assurances of compliance have been signed by the agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
When and by who were they signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments:
What documentation does the agency keep as proof of its non-discriminatory status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Comments: