

WIAB 06-07

DATE: April 15, 2008
TO: All WIA Subrecipients
FROM: Dwight A. Johnson, Administrator, Employment and Training
SUBJECT: PY 2007 WIA Monitoring

The state WIA Monitoring Review is scheduled for this quarter. All contracted subrecipients, identified in the table on page 2, will be monitored for compliance with WIA Act, its regulations, rules, policies, local plans, contracts, financial management and WIA MIS program management. If they have not already done so, the liaisons will be contacting sites within the week to coordinate dates and times for site visits.

The review will have the same format as previous monitoring visits outlined in WIAB 09-06 dated February 16, 2007. Desk level monitoring, consisting of participant and contract files and various financial reports, will be conducted in the Employment and Training Division. You may also be contacted by your regional liaison for clarification or additional information should the need arise. Reviewers will still need to assess participant files on site for case notes, content and other pertinent information. Each liaison is currently reviewing enrollment and exit reports to determine the number of files to review. A sample will be taken from each region's programs (Adult, Youth and Dislocated Worker) to constitute the total number of participant files to be reviewed. Liaisons will forward the list of selected participants to each office in preparation for the visit once it has been generated.

If you have any questions or concerns about this review, please contact your regional liaison.

**PY 07 WIA Monitoring
April – June 2008**

Monitor	Region	Site
Diana Parenteau	1	IDOL – Silver Valley LO NIC – (Part of Federal Review) West Bonner County School Dist Boundary County School Dist St. Maries School Dist (Part of Federal Review) TESH Project CDA
Kelly Curry	2	IDOL – Grangeville LO
Julia Browning	3	IDOL – Meridian /Mt Home LO (File Rev) Office on Aging (State Contract)
Jennifer Hemly	4	IDOL – Magic Valley (Twin Falls) LO MVYAS
Dave Hanchett	5	IDOL – Pocatello LO
David Hertling	6	IDOL – Idaho Falls LO AFL-CIO (State Contract) ECIPDA (State Contract)