Minneapolis Employment & Training Program
Year Round WIA Youth Program
Monitoring Guide
PY'2012

As of April 1, 2000 our Youth Program funding source falls under the Workforce Investment Act of 1998. Minneapolis, as WSA (Workforce Service Area) 10, follows the recommendations of the local Youth Council. METP staffs the Minneapolis Workforce Council, which the Youth Council reports to on behalf of the WSA.

METP establishes operating parameters for service delivery and is required to monitor contracted vendors on site annually. This process is intended to ensure that programs are operated in accordance with plans, contractual requirements, and locally specified parameters, as well as Federal law and regulations and State law and policies.

Review of available records will be made at the METP office prior to the formal monitoring visit. METP staff will review participant files on-site along with other records of program activity. In addition, a meeting with program staff to discuss provision of services will be held.

This Guide is intended to provide information to help you prepare for the audit. Feedback will be given near the close of the visit and a written report will be provided to the contracted vendor following the visit.

Subcontractor_____

Address_____

Contract Person_____

Date of Review_____

Contract Amount_____

Contract Date_____

MONITOR:

Desk Review

The monitor will review the 2012 agency documents listed below prior to the on-site monitoring visit:

1) Year Round WIA Proposal
2) Participant Plan
3) Quarterly Assessments
4) Cost Reimbursement Budget
5) WIA Youth Budget Summary
6) Work Readiness Curriculum
7) WIA Agency Incentive(s) Description (if applicable)
8) Relevant Correspondence
9) Previous Monitoring Report (if applicable)

Current (end of previous quarter) Enrollment Level & Expenditure Rate

Planned Enrollments	_____	Actual	_____
Planned Exits	_____	Actual	_____
Planned Expenditures	_____	Actual	_____

Other

_____
_____
_____
_____
_____
_____
_____
_____
_____
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_____
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_____

PROVIDER PROGRAM STAFF:

Please respond to the following prior to the scheduled on-site visit and be prepared to discuss your answers in detail during the visit.

Explain your youth recruitment, service and retention strategy. Describe any specific target populations your agency serves. Include how you ensure that younger, older, out-of-school participants and youth most in need of services are served through your WIA youth program.

_____
_____
_____
_____
_____
_____

Describe life skills and financial literacy activities or exercises that are incorporated into your WIA work readiness curriculum.

_____
_____
_____
_____

List at least five types of referrals you make to ensure that youth participants are receiving all of the services they need.

1. _____
2. _____
3. _____
4. _____
5. _____

Outline your agency's objective assessment components and include any assessment instruments you use for special populations.

_____
_____
_____
_____
_____

Check whether or not your agency provides the required program element or name the partner(s) who provide the element to your youth.

a. tutoring, study skills training, and instruction leading to the completion of secondary school, including dropout prevention
___in-house _____partner(s)
b. alternative secondary school services, as appropriate
___in-house _____partner(s)
c. summer employment opportunities that are directly linked to academic and occupational learning
___in-house _____partner(s)
d. as appropriate, paid and unpaid work experiences, including internships and job shadowing
___in-house _____partner(s)
e. occupational skill training, as appropriate
___in-house _____partner(s)
f. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate
___in-house _____partner(s)
g. supportive services
___in-house _____partner(s)
h. adult mentoring for the period of participation and a subsequent period for a total of not less than twelve (12) months
___in-house _____partner(s)
i. follow-up services for not less than twelve (12) months after the completion of participation, as appropriate
___in-house _____partner(s)
j. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral
___in-house _____partner(s)

Describe successes and challenges of your 2012 WIA Youth Program.

_____
_____
_____
_____
_____

How are Individual Service Strategies developed between the case manager(s) and participants?

_____
_____
_____
_____
_____

List leadership development opportunities that are available to youth?

_____
_____
_____
_____

What types of twelve (12) month follow-up services are offered to your WIA youth participants?

_____
_____
_____
_____
_____

List the names of "Window" participants your agency has enrolled in 2012:

_____
_____
_____
_____

List a 2012 program practice or accomplishment that your agency is particularly proud of:

_____
_____
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_____
_____
_____
_____