

**WAGNER-PEYSER COMPLIANCE MONITORING
APPLICANT FILE REVIEW**

1. Is the application a full registration or a partial? If a partial, is a legitimate reason for the partial documented on the application? (Ex: Summer Job Hunt, Mass Registration, Job Fair, Internet application, etc.)
2. Is the data complete and accurate?
3. Does the full registration have a complete and accurate O*Net code?
4. Does the full registration include sufficient information on the skills screen for job matching?
5. Does services screen show the EO service?
6. Does the services screen for a full registration show appropriate reportable services?
7. Are all notes on the note screen appropriate in language and content?
8. Are attempted file search and follow-up contacts documented?
9. Did the claimant self-register through Connecting Colorado?

**WAGNER-PEYSER COMPLIANCE MONITORING
JOB ORDER FILE REVIEW**

1. Is it legal and allowable under the law, regulations or policies governing the Wagner-Peyser program?
2. Does it have complete and accurate data including location of the employer, how to contact the employer, O*Net code, hours, and duration of the job?
3. Does it contain sufficient information for job matching including job title, required skills, secondary skills, pay information, and a description of duties?
4. Is it “Internet Ready” (i.e. the most important elements of the job description can be viewed and understood by the job seeker and no extraneous or confidential information is going out over the Internet)?
5. Does it contain documentation of the veterans file search required on all job orders except filled-when-written orders and multi-opening job orders? (The file search should include at a minimum the date of the file search; the local office and agent ID of the person doing the file search; the number of veterans selected; and the number of veterans contacted.)?
6. Does it contain documentation of regular follow-up contacts with the employer including referral verification contacts? (The timing of follow-up contacts should be determined by local workforce region policy and the needs of individual employers.)?
7. Does it contain timely results of referrals? (Local workforce centers should determine a maximum length of time for verifying results of referrals with employers, before utilizing wage data records.)
8. Was the job order placed through Connecting Colorado?