

**REQUIRED LOCAL POLICIES  
as stipulated through  
CDLE Program Guidance Letters (PGLs)**

<b><u>PGL #</u></b>	<b><u>Local Policy</u></b>
00-11-WIA1	Supportive Services
00-12-WIA1	Priority for Adult Employment and Training Services
00-15-WIA1	Individual Training Accounts (ITAs)
00-16-WIA1	Sequential Delivery of Services
07-01-WIA	Eligible Training Provider List and Consumer Report Card
01-03-WIA1	WIA Eligibility Determination and Documentation
01-04-WP1	Wagner-Peyser Guidelines Regarding Job Order and Employer Services
01-08-WIA1	On-the-Job Training and Customized Training
01-09-WIA1	WIA Internal and Subcontractor Monitoring
01-11-WIA1	WIA Grievance Procedure
04-17-V	Veterans Priority of Service
07-04-L	Language Assistance Services – Plan
08-16-WIA	Degree/Certificate Requirements for Youth Common Measures

## REQUIRED DOCUMENTS FOR CDLE's COMPLIANCE MONITORING DESK REVIEW

The Desk Review is a part of the Annual Compliance Monitoring Review process. Its purpose is to assist you and State Workforce Liaison staff to prepare for the upcoming on-site visit.

Please submit the requested documents to your State Workforce Liaison at least three weeks prior to your scheduled on-site monitoring visit. These documents are to **be submitted electronically, if possible. Hard copies are not required.**

<b>Desk Review Documents</b>		
<b>1.</b>	<b>Internal/Subcontractor Monitoring</b>	Please submit the region's monitoring plan, schedule and monitoring instruments, plus copies of monitoring reports completed during the last program year.
<b>2.</b>	<b>Local Workforce Investment Board</b>	Please provide a copy of the following: <ul style="list-style-type: none"> <li>▪ LWIB membership roster</li> <li>▪ By-laws</li> <li>▪ Most recent LWIB minutes</li> <li>▪ Most recent LWIB certification</li> </ul>
<b>3.</b>	<b>Youth Council</b>	Please provide a copy of the following: <ul style="list-style-type: none"> <li>▪ Youth Council membership roster</li> <li>▪ By-laws</li> <li>▪ Most recent Youth Council minutes</li> <li>▪ Most recent youth services provider list</li> </ul>
<b>4.</b>	<b>Memorandum of Understanding</b>	Please provide copies of the MOUs between the LWIB and the One-Stop Partners, if any changes have been made in the last program year
<b>5.</b>	<b>Local Policies/Plans/Procedures</b>	Please submit copies of the following local policies, plans, or procedures, if revised during the last program year: <ul style="list-style-type: none"> <li>▪ Supportive Services - policy</li> <li>▪ Priority of Services for Adults - policy</li> <li>▪ Individual Training Accounts - policy</li> <li>▪ Sequential Delivery of Services - policy</li> <li>▪ Eligible Training Provider List - policy</li> <li>▪ WIA Eligibility Determination - policy</li> <li>▪ Wagner-Peyser Guidelines for Job Orders and Employer Services - policy</li> <li>▪ OJT and Customized Training - policy</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Internal and/or Subcontractor Monitoring - policy</li> <li>▪ WIA Grievance Procedure – policy</li> <li>▪ Language Assistance Plan</li> <li>▪ Veteran’ Priority of Service – policy</li> <li>▪ Degree/Certificate Requirements for Youth Common Measures - policy</li> <li>▪ ES Complaint System - procedures</li> <li>▪ MIS / Data Security - procedures</li> </ul>
<b>6.</b>	<b>Comprehensive One-stops</b>	<p>If any new Comprehensive One-stop Centers that have been created in the last program year; please submit a copy of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of the LWIB action (e.g., agenda, minutes, etc.) which approved the designation of the new One-stop Center.</li> <li>▪ Data shared with the LWIB to assist them in making their decision to certify the new One-stop Center.</li> </ul>