

**LOCAL POLICIES
REQUIRED BY
CDLE PROGRAM GUIDANCE LETTERS**

<u>PGL #</u>	<u>Required Local Policy/Plan</u>
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
01-09-WIA1	WIA Internal and Subcontractor Monitoring
02-18-WIA	Needs Related Payments (required only if local boards elect to use NRPs)
07-01-WIA	Eligible Training Provider List
08-16-WIA	Degree/Certification for Youth Common Measures
08-17-WIA	WIA Eligibility Determination and Documentation
10-03-WIA	WIA Work Experiences and Youth Incentives
10-18-L	Language Assistance Services – Plan
12-03-WIA	Incumbent Worker Training
12-06-WIA	Data Integrity and the Customer Participation Cycle
12-11-WP	Guidance Regarding Job Orders and Business Services
14-03-WIA	On-the-Job Training
14-07-V	Veterans Priority of Service
14-11-WIA	WIA Complaint Procedures

REQUIRED DOCUMENTS FOR CDLE's PROGRAM COMPLIANCE MONITORING REVIEW

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

These documents are to **be submitted electronically, if possible. Hard copies are not required.**

The period of review is

Desk Review Documents		
1.	Internal/Subcontractor Monitoring	Please submit the region's internal monitoring plan, schedule and monitoring instruments, plus copies of monitoring reports completed during the last program year.
2.	Local Workforce Investment Board	Please provide a copy of the following: <ul style="list-style-type: none"> ▪ LWIB membership roster and attendance records; please include the member's organization, job title and the required WIB position(s) that person is filling. ▪ A list of any existing WIB vacancies ▪ By-laws ▪ Most recent LWIB minutes ▪ Most recent LWIB certification ▪ Meeting dates and locations during the period of review ▪ Latest Strategic Plan
3.	Youth Council	Please provide a copy of the following: <ul style="list-style-type: none"> ▪ Youth Council membership roster; please include the member's organization, job title and the required WIB position(s) that person is filling. ▪ By-laws ▪ Most Youth Council minutes for the period of review ▪ Most recent youth services provider list
4.	Memorandum of Understanding	Please provide copies of MOUs in force between the LWIB and the One-Stop Partners [WIA Sec 121(c)(2); WIA Final Rules 20 CFR, Part 662, Subpart C, 662.300]
5.	Local Policies/Plans/Procedures	Please submit copies of the following local policies, plans, or procedures, if revised during the last program year: <ul style="list-style-type: none"> ▪ Supportive Services - policy ▪ Priority of Services for Adults - policy ▪ Individual Training Accounts - policy ▪ Sequential Delivery of Services - policy ▪ Eligible Training Provider List - policy ▪ WIA Eligibility – policy ▪ WIA Work Experiences and Youth Incentives ▪ Guidance Regarding Job Orders and Business Services ▪ On-the-Job Training and Customized Training -policy ▪ Internal and/or Subcontractor Monitoring - policy ▪ WIA Complaint Process– policy ▪ Veterans Priority of Service - policy ▪ Language Assistance Plan - policy ▪ Degree/Certificate Requirements for Youth Common Measures - policy ▪ Incumbent Worker Training - policy ▪ Needs Related Payments – policy ▪ Data Integrity and the Customer Participation Cycle - policy
6.	Comprehensive One-stops	If any new Comprehensive One-stop Centers that have been created in the last program year; please submit a copy of the following: <ul style="list-style-type: none"> ▪ A copy of the LWIB action (e.g., agenda, minutes, etc.) which approved the designation of the new One-stop Center. ▪ Data shared with the LWIB to assist them in making their decision to certify the new One-stop Center.