

THE MISSISSIPPI PARTNERSHIP
PY 2024 WIOA Gateway YOUTH PROGRAM MONITORING
Revised 12-02-24
SUMMARY OF FINDINGS

Monitoring Report #**Date:**

Subcontractor	
Subcontractor #(s)	
Project Name(s)	WIOA Youth Program
Type of Contract	Cost Reimbursement
Monitors	Kandi Marshall Maggie Kyle Gary Golden
Check the appropriate activities monitored:	
<input checked="" type="checkbox"/> Objective <input checked="" type="checkbox"/> Outreach/Recruitment Selection <input checked="" type="checkbox"/> Individual Service Strategy <input checked="" type="checkbox"/> Provisions of program elements <input checked="" type="checkbox"/> Case Management	<input checked="" type="checkbox"/> Placement in jobs or continuing education <input checked="" type="checkbox"/> Follow-up <input type="checkbox"/> In-School Program <input checked="" type="checkbox"/> Out-of-School Program <input checked="" type="checkbox"/> Intake Eligibility Determination
ENTRANCE INTERVIEW	
Attending Personnel:	
Note:	

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		Yes	No	Comments
Administration				
1.	Is there a subcontract on file that is maintained by and available to the contractor staff?			
2.	Is a copy of the workforce area's <i>Youth Operations Manual</i> available to contractor staff?			
3.	Is there evidence of the subcontractor's internal monitoring system?			
a. How frequently is internal monitoring done?				
	b. Does the monitoring procedure include an analysis of performance against plan?			
4.	Does the contractor have copies of previous monitoring reports and correspondence on file?			
	a. Did the previous monitoring report require corrective action? If yes, what corrective action was taken?			
	b. Is there written documentation to support corrective action & response?			
Outreach/Recruitment/Assessment				
1.	Are program enrollment levels, as stated in the contract, being met for the percentage of the program year that has been completed?			Contract Goal Clock carryovers Current YTD
2.	Is the subcontractor adequately screening youth for eligibility considerations prior to referral to intake and eligibility?			
3.	Are all youth served under WIOA by the subcontractor certified for eligibility <i>prior</i> to service being provided? (Note any exceptions.)			
4.	Is objective assessment and/or testing as described in the subcontract being provided to determine individual needs and appropriate services for participants?			
5.	Are youth receiving the proper mix of services based on assessment and ISS?			
6.	What assessment techniques and tools are employed?			

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		Yes	No	Comments
Youth Program Performance Standards				
1.	Performance a. Educ/Emp 2 nd Quarter after exit b. Educ/Emp 4 th Quarter after exit c. Credential Attainment d. Median Earnings 2 nd Qtr after exit e. Measurable Skill Gains	Federal 86.8% 85.7% 71.6% \$3,390 74.7%		
2.	Is the subcontractor meeting the WIOA youth performance standards stated in the subcontract?			
3.	Is the subcontractor tracking and reporting appropriate measurable skill gains?			
4.	Are all youth being offered Essential Job Skills Training?			
5.	Is the subcontract serving all of its service area/counties?			
6.	How does the subcontractor track participants' progress through the program?			
7.	Overall, how many youth have received paid work experience during this contract period? What is the subcontractor's work experience expenditure dollar amounts and percentage spent?			
8.	Is there supportive documentation on file to show WIOA eligibility and services? a. Initial Case Note b. Pre/Post Testing c. ISS d. Certificates e. Time and Attendance Sheets f. WIOA Forms g. Monthly Case Notes			
	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No		
Youth Program Elements				
1.	Who determines which of the 14 elements are being provided for the participants? Who updates the ISS?			
2.	What role does the participant play in developing the ISS? What feedback do participants receive from assessment results?			
3.	What controls are in place to ensure that all participants are receiving a minimum of 12 months of follow-up services and that all follow-up activity is occurring as scheduled?			
4.	What types of follow-up services are being offered? (List specific examples)			

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS			
5.	Is program orientation provided for all participants?	Yes	No
Did information provided in participant orientation include:			
a.	Program objectives	Yes	No
b.	Hours of work	Yes	No
c.	Grievance Procedure	Yes	No
d.	Time & Attendance	Yes	No
e.	Payroll	Yes	No
f.	Classroom Instruction	Yes	No
Youth Program Elements			
Indicate which program elements are available to WIOA youth in the program.		Yes	Provider
Tutoring, study skills training, and instruction leading to secondary school completion			
Alternative secondary school services			
Paid and unpaid work experiences			
Occupational skills training			
e. Education offered concurrently with and in the same context as workforce prep			
Leadership development opportunities			
Supportive services			
Adult mentoring services			
Follow-up services			
Comprehensive guidance and counseling			
Financial literacy education			
Entrepreneurial skills training			
Labor market and employment information services			
Post-secondary education and training preparation and transition			
Essential Job Skills training			
WorkKeys Testing and Career Readiness Certificate			
Methods and Materials		Yes	No
1.	Is the youth provider's primary place of operation in an apparently safe location for the youth to attend?		
2.	Are adequate progress reports for WIOA participants maintained on site?		
3.	Are there written policies on time and attendance?		
4.	Are complete time and attendance sheets maintained?		

THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		Yes	No	Comments
Education/Employment				
1.	Is the provider using the Essential Job Skills provided by the fiscal agent?			
2.	Is assistance with furthering education provided?			
3.	Is Job Search Assistance provided?			
4.	How frequently does the subcontractor check on education and/or employment status for youth after exit?			
5.	How is participant education and/or employment status verified?			
THE MISSISSIPPI PARTNERSHIP YOUTH PROGRAMS		#	%	Comments
Records Review				
<i>A sampling of youth files enrolled during this program year will be individually checked to determine if youth are eligible and that all forms are appropriately completed. A sampling of youth files exited in the previous program year will be individually checked to determine if appropriate follow-up services are being provided.</i>				
Participants Enrolled During this Program Year				
a.	Active youth files available for this monitoring visit			
b.	Active youth files reviewed for this monitoring visit			
1)	Youth participants who were certified prior to receiving WIOA services			
2)	Youth participants with all appropriate eligibility documentation items			
3)	Youth participants whose files contained all appropriate signatures			
4)	Youth participants who completed Essential Job Skills Training			
5)	Youth participants who received paid work experience			
6)	Appropriate case notes indicating at least of monthly contact			
7)	Certificate/Degree/Credential attainment documented (if applicable)			
Participants Exited During Previous Program Year				
a.	Exited youth files available for this monitoring visit			
b.	Exited Youth files reviewed for this monitoring visit			
1)	Appropriate case notes indicating at least of monthly contact			
2)	Appropriate follow-up services being offered to participants			
3)	Appropriate documentation of education status, employment status, and/or certificates/degree/credential attainment after exit			

**THE MISSISSIPPI PARTNERSHIP
WIOA YOUTH PROGRAM MONITORING
Summary of Findings**

Subcontractor:	
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EXIT INTERVIEW	
Attending Personnel:	
Notes:	
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Monitor Signature and Date	Monitor Signature and Date: