

Attachment 7: Required Local Policies and Documents

July 2020 Changes Are Yellow-Highlighted

I. LOCAL POLICIES REQUIRED BY CDLE POLICY GUIDANCE LETTERS

<u>PGL #</u>	<u>Required Local Policy/Plan</u>
ADM-2019-07	Internal and Subcontractor Monitoring
ADM-2019-05	Language Assistance Plan
ADM-2016-02, Change 2	Flagged and Banned Customers
ADM-2015-01, Change 1	WIOA Complaint Procedure
FIN-2016-02, Change 2	Youth Providers Procurement Policy (youth provider list must be provided at a minimum)
MIS-2017-01, Change 1	Data Integrity and the Participation Cycle for WIOA/WP/TAA Programs
VET-2019-01	Priority of Service for Veterans and Eligible Spouses
WIOA-2020-03	One-Stop Certification Criteria
WIOA-2018-02, Change 1	WIOA Title I Work Experience
WIOA-2017-12, Change 2	WIOA Title I Youth Incentive Payments
WIOA-2017-11	WIOA Title I Supportive Services
WIOA-2017-05, Change 1	Registered Apprenticeships in WIOA
WIOA-2016-08, Change 1	On-the-Job Training (OJT)
WIOA-2015-09, Change 2	Individual Training Accounts for WIOA Title I Programs
WIOA-2015-07, Change 3	Priority of Service for Title I Adult Programs

WIOA-2015-06, Change 6	Eligible Training Providers for WIOA Title I Adult and DW Programs
WIOA-2015-05, Change 4	WIOA Eligibility for Title I Programs
WIOA-2020-05, Change 1	COVID-19 Emergency Policy Relief (If local area created or modified a local policy in response to the COVID-19 emergency)
WIOA-2019-04	Transitional Jobs (If this strategy is implemented in the local area)
WIOA-2019-02, Change 1	WIOA Title I Credential Measure (if local area created a local policy)
WIOA-2018-05	WIOA Title I Customized Training (If this strategy is implemented in the local area)
WIOA-2017-13	WIOA Title I Needs-Related Payments (If this strategy is implemented in the local area)
WIOA-2017-02, Change 2	WIOA Title I Incumbent Worker Training (If this strategy is implemented in the local area)
WP-2016-04, Change 3	A Comprehensive Approach to Business Services

II. 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.**

Desk Review Documents		
1.	Internal/Subcontractor Monitoring	Please submit the local area's internal monitoring plan, schedule and monitoring instruments, plus copies of monitoring reports completed during the last program year.
2.	Local Workforce Development Board	Please provide a copy of the following: <ul style="list-style-type: none"> ▪ LWDB membership roster and attendance records; please include the member's organization, job title and the required WDB position(s) that person is filling. ▪ A list of any existing LWDB vacancies ▪ By-laws ▪ Most recent LWDB minutes ▪ Most recent LWDB certification ▪ Meeting dates and locations during the period of review ▪ Latest Strategic Plan
3.	Standing Committees	Please provide a copy of the following: <ul style="list-style-type: none"> ▪ List of standing committees and their membership rosters, if any ▪ By-laws, if any

4.	Memorandum of Understanding	Please provide copies of MOUs in force between the LWDB and the One-Stop Partners (PGL WIOA-2016-02, Change 2)
5.	Local Policies/Plans/ Procedures	Please provide copies of <u>all</u> required local policies listed in Section I. of this document..
6.	One-Stop Certification	<p>If the LWDB completed a one-stop certification process during the program year being monitored:</p> <ul style="list-style-type: none"> ▪ A copy of the LWDB action (e.g., agenda, minutes, etc.) which certified the one-stop system ▪ Data shared with the LWDB to assist them in making their decision to certify the new One-stop Center. ▪ Submit all marketing materials/forms to identify part of American Job Center Network (TEGL 16-16)