

## WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 07-12

**DATE:** September 20, 2012

**TO:** Maryland Workforce Investment Act (WIA) Grant Recipients  
Labor Exchange Administrators

**SUBJECT:** One Stop Career Center and Programmatic Monitoring

**REFERENCES:** Workforce Investment Act of 1998, as amended (29 U.S.C. 2801 et seq.), Sections 183, 188; 20 CFR Part 652 et al., Workforce Investment Act (WIA); Final Rules, Section(s) 667.400, 667.410, 667.500; 29 CFR Part 37 Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIA

**PURPOSE:** To provide guidance to local workforce investment areas regarding State monitoring of the comprehensive One Stop Career Centers and the programmatic monitoring of the Workforce Investment Act programs.

### BACKGROUND INFORMATION:

The Workforce Investment Act (WIA) mandates the necessity to monitor recipients and subrecipients of grants awarded under WIA Title 1B to determine compliance with the Act and WIA regulations. The Division of Workforce Development and Adult Learning (DWDAL) Office of Workforce Development (OWD) has developed a monitoring system to assess WIA programmatic activities and the One Stop delivery system in the local workforce investment area (LWIA) for compliance with applicable laws and regulations. On an annual basis OWD staff will conduct LWIA monitoring based on process and procedures in the One Stop Career Center and Programmatic Monitoring Guide and Questionnaires included in this field instruction. Monitoring components within the purview of OWD may include Equal Opportunity and Nondiscrimination, National Emergency Grants, and Statewide On-the-Job Training which allows for flexibility in monitoring as required.

The monitoring will consist of:

- Determining compliance with federal, state, and local area guidance regarding WIA implementation;
- Determining data in participant case files is accurate, reliable, up-to-date, and compliant;
- Providing technical assistance as needed and when appropriate;
- Developing monitoring reports, requesting corrective action and conducting follow up.

**ACTION TO  
BE TAKEN:**

Local Workforce Investment Areas should be aware of the States' process for monitoring using the One Stop Career Center and Programmatic guidelines provided in this field instruction.

**CONTACT  
PERSON:**

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**EFFECTIVE:**

Immediately



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**ATTACHMENTS:**

One Stop and Programmatic Guide  
One Stop and Programmatic Questionnaire  
#1 – National Emergency Grant Questionnaire  
#2 – State On-the-Job Training Monitoring Guide  
#3 – Equal Opportunity and Nondiscrimination Monitoring Review Instrument  
Eligibility Determination for Adult Participants  
Eligibility Determination for Dislocated Worker Participants  
Eligibility Determination for Youth Participants