

Mass Workforce Issuance

WIA Communication No. 06-62

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: September 15, 2006

Subject: **Fiscal Year 2007 Quality Assurance Review Schedule**

Purpose: To notify Local Workforce Investment Boards, Career Center Operators, Fiscal Agents, and local workforce investment partners of the Fiscal Year 2007 (FY 07) Quality Assurance Review Schedule. The full schedule is found in Attachment A.

Background: The Workforce Investment Act (WIA) requires that the Governor must certify to the U. S. Secretary of Labor every two years that the State has monitored local workforce investment areas to ensure compliance with uniform administrative requirements. The Commonwealth requires all local area workforce investment recipients and operating entities to maintain written procedures for all administrative systems. The Commonwealth's certification of these systems focuses on ensuring that the actual operation of adequate systems described in the written procedures and evaluated through on-site reviews meets system certification standards. Every other year, the Commonwealth conducts Quality Assurance reviews that focus on the quality of Local Workforce Investment Boards' and Career Centers' administrative, financial, and operational practices for grant funded programs and services under the jurisdiction of the Department of Workforce Development (DWD), Division of Career Services (DCS).

The DCS Quality Assurance Team will conduct the FY 2007 Quality Assurance review in accordance with the requirements of the Workforce Investment Act and other grants and programs for which DCS is responsible.

In conducting the Quality Assurance reviews, the Quality Assurance Team will monitor grant-supported activities and uniform administrative requirements, including applicable cost principles. Reviews will be conducted on-site. The schedule of FY 07 Quality Assurance reviews is included as Attachment A.

NOTE: The review schedule for Boston, Hampden County and Metro North has not yet been determined. Upon finalizing the schedule the three areas will be notified under separate cover.

Action

Required: Disseminate the FY 07 Quality Assurance Review Schedule to all Local Workforce Investment Boards, Local Area Operators, Fiscal Agents, and One-Stop Career Center Management.

Inquiries: Please direct all inquiries regarding this issuance to Howard Frim at HFrim@detma.org.