

ATTACHMENT C

Sample Notification Letter

Date

MH Career Center Director MH CC

Name Address

City/Town, Zip

RE: MH Career Center Name FY21 MH Workforce Development Board Annual Monitoring and Career Center Certification

Dear MH Career Center Director,

Please be advised that the MH Area Workforce Board will be conducting an on-site/and/or remote review of the One-Stop Career Center Area from insert date to insert date. In accordance with WIOA and applicable State and Federal laws, the review will cover Adult, Dislocated Worker, Youth, Veterans, Migrant Seasonal Farm Worker (MSFW), Wagner-Peyser, RESEA, Trade and will include the following:

- Programmatic Review
- Eligibility
- Complaint
- Equal Opportunity (EO)
- American Disability Act (ADA)
- Career Planning
- MOSES/MIS
- Virtual Services
- Performance
- Individual Training Accounts
- Follow-up

Required documentation:

1. The Local Workforce Board must use the questionnaire provided by MDCS or create a program questionnaire that is approved by MDCS Program unit prior to the review. The Program questionnaire must be completed by the One-Stop Career Center and returned to the Local Workforce Development Board prior to the Review.

2. A list of selected customers for file review are attached. All folders must be available on the first day of the review. If the review is conducted remotely, scanned documents are to be kept in a secure depository location for access by Board.
3. Any changes to the Program Standard Operating Procedures and any revised Policies must be submitted to the MH Local Workforce Development Board.
4. The Entrance Meeting will be conducted via, list platform on (insert date) before the scheduled start of an area's review unless otherwise noted. Please have the appropriate staff available. Insert instructions for phone conference/Zoom/Webex.
5. The MHWB will provide a list to the MHCC Director(s)/Manager(s) of staff they would like to interview during the review. The MHCC will inform the appropriate staff.
6. The length of the review will be (insert length of time of the review). A more detailed process will be discussed during the entrance conference call/meeting.
7. Prior to the conclusion of the on-site review, arrangements will be made to schedule an Exit Meeting to discuss any questions and concerns with your staff. Final results will be communicated in writing within 30 days of the Exit meeting.

NOTE: Please have all requested documentation available on the first day of the scheduled review. If you have any questions, please contact (insert MHWB phone number).

Thank you in advance for your cooperation.

Sincerely,

MHWB Name

MHWB

Cc: Appropriate Staff