

# Mass Workforce Issuance

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**Workforce Issuance No. 06-27**

☐ Policy   ☒ Information

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**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:** May 15, 2006

**Subject:** Fiscal Year 2005 Fiscal and Program Quality Assurance Report

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**Purpose:** To distribute to Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners the Fiscal Year 2005 Quality Assurance Report. The full report can be found in the FY 2005 Quality Assurance Report Attachment (attached file).

**Background:** The Division of Career Services (DCS) is required to conduct an annual Quality Assurance review of the Commonwealth's One-Stop Career Center system. DCS has completed its FY 2005 Quality Assurance review and published the findings in the attached report.

The review included the following fiscal categories:

- Accounting Systems and Reporting
- Cash and Grant management
- Cost Allocation Plans and Methodology
- Property and Inventory Log
- Procurement and Contracting
- Fiscal Policy and Procedures
- Personnel Policies and Procedures
- Fiscal Monitoring

The review included the following programmatic categories:

- Eligibility Determination
- MIS and MOSES
- ITA Procedures
- EO/Non-discrimination /ADA / Grievance & Complaint Procedures
- Workforce Investment Act Requirements
- Monitoring Systems: Sub-recipients / Vendors
- Performance Measures and Goals
- Case Management
- On-the-Job Training
- Career Center Seminars
- Wagner-Peyser Services

The report compiles and highlights the reviews findings, concerns and recommendations for each of the categories, above.

**Action**

**Required:** Please review the full report to identify potential areas for local quality improvement efforts.

**Inquiries:** Please direct all inquiries to Howard Frim at [HFrim@detma.org](mailto:HFrim@detma.org).