

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

100 DCS 10.102

☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Development Chairs  
Workforce Development Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** June 17, 2016

**Subject:** State Monitoring Policy (Fiscal Years 2016 and 2017)

**Purpose:** To provide the Commonwealth's policy for monitoring provisions and respective responsibilities of the local boards, sub-recipients, and contract service providers for Fiscal Years 2016 and 2017.

**Background:** The Executive Office of Labor Workforce Development (EOLWD) Department of Career Services (DCS) is the designated State Workforce Agency (SWA) responsible for oversight of the Massachusetts Workforce Development System.

As such, DCS must monitor the activities of Local Workforce Boards and One Stop Career Centers funded under the Workforce Innovation and Opportunity Act (WIOA), the Wagner Peyser Act and other State and Federal awards operating through the Workforce System to assure compliance with applicable Federal and State requirements and performance expectations. Monitoring by the DCS must cover each program, function, or activity (2 CFR 200.328).

To ensure the integrity of Local programmatic and fiscal systems, DCS monitors program and fiscal performance of local areas on an annual basis to ensure compliance with all State and Federal policies, procedures and regulations that

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govern the grants operated through the Massachusetts Workforce System's One-Stop Career Centers.

However, to ensure alignment with the implementation of WIOA, DCS modified its monitoring process for Fiscal Years 2016 and 2017 only.

### **Monitoring FY 2016 - 2017**

DCS Field Management and Oversight (FMO) program staff will conduct initial on-site WIOA Readiness Assessment meetings in all 16 Local Workforce Areas. FMO will submit initial readiness summary reports and in FY17 will conduct 60-90 day follow-up as needed. A final readiness report will be prepared for the 16 Local Workforce Areas. FMO will continue to update the reports until Fiscal Year 18 monitoring begins. Questionnaire and tools are attached.

DCS Field Management and Oversight (FMO) fiscal staff will combine FY16 & 17 reviews and will conduct on-site reviews in all 16 Local Workforce Areas as described in attached questionnaire and tools.

**Policy:** It is the policy of the State to provide monitoring/oversight annually and system certification, bi-annually. Monitoring and oversight will be designed to comply with Federal, State and local standards.

As described herein in order to ensure alignment with the implementation of WIOA, DCS has modified its monitoring process for Fiscal Years 2016 and 2017 only.

**Action Required:** All Local Workforce Boards and Fiscal/Administrative Entities must develop their own internal policies to ensure compliance with State program and fiscal monitoring activities.

**Effective:** This policy is effective immediately.

**References:** Workforce Innovation and Opportunity Act sections 107, 108, 129, 134, 184, 188, 194, 503  
Notice of Proposed Rulemaking, 20 CFR § 683.400, 20 CFR Part 683.410  
2 CFR Part 200

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

**Attachments:**  
A: Program Review Tool  
B: Fiscal Questionnaire

- C: Fiscal Review Tool
- D: Program Readiness Assessment Review Schedule
- E: Fiscal Systems Review Schedule

Non-Active