




DATE: February 25, 2008

TO: Local Workforce Investment Boards  
Local Workforce Investment Board Staff

FROM: Cam Preus,  Commissioner

SUBJECT: Program Year 2007 Monitoring Reviews

The Program Year 2007 Monitoring Guide is enclosed. The requested material is similar to items requested in the past, and there have been small edits made.

The monitoring visits will again be conducted over the course of four days, and will include visits to subrecipient offices, services offices, fiscal agent offices, and/or contractor sites as applicable. In addition to visits at the administrative offices and fiscal agent sites, monitors will review participant files at the following program sites:

Region 2  
Southeast Works – adult, dislocated worker and youth program

Region 3  
WorkSource Oregon Woodburn Center – adult and dislocated worker program  
Arbor- youth program

Region 4  
Lincoln Workforce Development Center – adult, dislocated worker and youth program

Region 5  
Lane Community College – adult and dislocated worker program  
Department of Youth Services- youth program

Region 8  
The Job Council - Grants Pass – adult, dislocated worker and youth program

Region 15  
Clackamas Community College – adult and dislocated worker program  
to be determined- youth program

The Oregon Consortium/Oregon Workforce Alliance  
Region 7  
Region 9  
Region 13

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### *Scheduling and Review Guide Response Information*

Once you and appropriate staff have identified which dates will work best for the monitoring visit, please contact Theresa Fitzgerald at 503-378-8648, extension 222. With confirmation of on-site visit dates, we'll establish a date (approximately two weeks before the on-site visit) when monitoring review guide responses, attachments and related materials are due to CCWD offices.

We anticipate that response information will be similar to information received in the past, and are again asking that each question be addressed, and that attachments are provided for this year's review guide so that monitoring work papers are complete.

### *Fiscal Systems*

In review guide response materials, please include a copy of check registers for all bank accounts, including payroll disbursements, for Program Year 2007 (July 1, 2007 – June 30, 2008). Please also include an electronic copy of the general ledger and chart of accounts. We recognize that some requested materials may be too cumbersome to be provided before the on-site visit, or that some items may not be available electronically, so please let us know if an alternate approach is more convenient.

### *Program Systems*

On-site visits to program offices will include a review of participant files, and sampled files will be identified as staff arrives on-site.

We recognize that these visits must be coordinated amongst a large number of staff members. As these visits are federally required and must be conducted annually, please establish visit dates as soon as possible.

If you or your staff have questions, please contact me at 503-378-8648, extension 357, or Theresa Fitzgerald at extension 222.