

November 24, 2020

Angie Luna, Director Professional Youth Quest 515 E. 7th Street Douglas, AZ 85607

Dear Ms. Luna.

This is written notification of your on-site programmatic monitoring review for Professional Youth Quest (PYQ) by the Southeastern Arizona Local Workforce Development Board. The LWDB will be monitoring Title I-B In-school and out-of-school youth client files for the period July 1, 2020 to present.

Your on-site review will begin on Monday, December 14, at the Sierra Vista Job Center. You will be notified within 3 days of December 14 of the client files to be reviewed. The LWDB will be monitoring 10% of your clients whether open or exited during the time period referenced above.

On behalf of the Southeastern Workforce Development Board, thank you for the cooperation and assistance.

If you have any questions, please contact me at 520/439-3542 or my email at vphelps@cpic-cas.org.

Sincerely,

Vada J. Phelps

Vada J. Phelps, Executive Director/Staff to the Board Southeastern Arizona Local Workforce Development Board 900 Carmelita Drive Sierra Vista, AZ 85635



December 15, 2020

Angie Luna, Director Professional Youth Quest 515 E. 7th Street Douglas, AZ 85607

Dear Ms. Luna,

The Southeastern Arizona Local Workforce Development Board conducted a programmatic monitoring review for Professional Youth Quest (PYQ) on December 14-15, 2020 for client files for the period July 1, 2020 to present.

Based on the review conducted, PYQ will be required to reply to the Finding-Observations by January 14, 2021.

Finding 1: Part ID: 1729444, Rebecca F: A copy of the social security for the client is not in the file.

Finding 2: Part ID: 1965350, Priscilla G: Assessment Scores not entered into AJC.

Finding 3: Part ID: 1786175, Harley V: Client information was not entered into AJC within 15 days of the first service date — actual 52 days to record in AJC.

Observations:

- Documentation is required in client file for Measurable Skills Gains (MSG) entered into AJC.
- 2) WEX: Internships did not see documentation in file for Contextual learning requirement for work experiences.

Per the Corrective Action Plan attached Findings 1-3 should be completed by January 14, 2021. Please forward documentation to Board that Findings have been resolved.

Sincerely,

Vada J. Phelps
Vada J. Phelps
Executive Director/Staff to the Board
Southeastern Arizona LWDB



Southeastern Arizona Local Workforce Development Board Southeastern Arizona Local Workforce Development Board Monitoring Corrective Action Plan

NAME OF ORGANIZATION: Professional Youth Quest (PYQ)	ssional Youth Quest	t (PYQ)	PROGRAM	AM NAME: Youth-I/S & O/S
Findings:				
Action Steps	Responsible Lead	Start Date	Target	Status
			Completion	
			Date	
Rebecca F-Missing Social Security in File	Lee Ann H	12-15-2020	01-14-2021	Pending
Priscilla G - Assessment Scores Not Entered in AJC	Angie L	12-15-2020	01-14-2021	Pending
Harley V- Not recorded in AJC within 15 days of first service date – Actual 52 days to record in AJC	Angie L	12-15-2020	01-14-2021	Pending
		<u> </u>		
Observations:				
Need documentation in file for Measurable Skills Gains (MSG)	Youth Career Advisors	12-14-2020	On-going	On-going - Pending
Did not see documentation in file for Contextual learning during WEX	Youth Career Advisors	12-14-2020	On-going	On-going - Pending

900 Carmelita Drive, Sierra Vista AZ (520) 439-3544 | ARIZONA@WORK.com/southeasternaz

Goals Are goals identified in the ISS? ☐ Yes ☐ No Are goals recorded in AJC? ☐ Yes ☐ No	s □ No ISS (educational, employment goals, achievements, ives and services, must be signed and dated to reflect changes).	Objective Assessment, basic, occupational skills, prior work experience, interests, aptitudes, support service needs.	sessment, Individual Service Strategy (ISS), Services	Youth Policy 203.01 Youth Services	Source Source	Selective Service Inegration (male point of or after 1/1/1500) AJC?		Age: U.S. C □ Right to Work in USA, and □ partic	Birth date recorded in AJC ☐ Yes ☐ No Source	Age p Age at registration 14-24, □ Yei	Eligibility – Basic Criteria Comn	Youth Policy 212 Eligibility Determination	Monitor/Review Date: Click here to enter a date. Social	Employment Status: Choose an item. First S Recor	LWDA: Choose an item.	Participant Name: Birth Date:	Your rolly 214.01 registration, enrollment and Data entry Wio
	☐ Yes ☐ No Basic Skill Deficient☐ Yes ☐ No Test results recorded in AJC	Assessment Date: Click here to enter a date. Assessment Tools : Assessment Version: Choose an item.	Assessments		☐ Yes ☐ No ☐ N/A Source Document:	Selective Service properly documented in participant file and matches AJC?	☐ Yes ☐ No	U.S. Citizen/Eligible to work in U.S. properly documented in participant file and matches AJC?	Source Document:	Age properly documented in participant file and matches AJC? \square Yes \square No	Comments , Source Documents:		Social Security Verified ☐ Yes ☐ No	First Service Date: Click here to enter a date. Recorded within 15 days in AJC? ☐ Yes ☐ No	Eligibility Date: Click here to enter a date.	Participant ID:	Monitor: Choose an item.

	Scale Scores:		
☐ Yes ☐ No Does the ISS identify the appropriate training and			
educational activities?	Reading:	Post Test Dates:	
☐ Yes ☐ No Services concur with assessment and ISS	Mathematics: □	Post Test Dates:	
☐ Yes ☐ No Does ISS coincide with case notes/services	Language:	Post Test Dates:	
☐Yes ☐ No Was a partner assessment used?	,		
Was a Career Pathway identified during the objective assessment?			
☐ Yes ☐ No			
Youth Services Provided and listed on the S & T page in AJC			
☐ Job Search			
☐ Development of ISS			
☐ Assessment			
☐ Case Management			
☐ Eligibility Determination			

In-School ☐ Yes ☐ No Of	<u>In-School</u> ☐ Yes ☐ No OR <u>Out-of-School</u> ☐ Yes ☐ No
Eligibility – In School	Comments, Source Documents
☐ Attending School (secondary or postsecondary)	☐ Yes ☐ No Proper documentation. Source:
☐ Age 14-21	☐ Yes ☐ No Proper documentation. Source:
☐ Low Income; and one or more of the following	☐ Yes ☐ No Proper documentation. Source:
☐ Basic Skills Deficient	☐ Yes ☐ No Proper documentation. Source:
English Language Learner	☐ Yes ☐ No Proper documentation. Source:
☐ Offender	☐ Yes ☐ No Proper documentation. Source:
☐ Homeless	☐ Yes ☐ No Proper documentation. Source:
□ Runaway	☐ Yes ☐ No Proper documentation. Source:
Foster care, aged out of foster care, or attain 16 years and left	☐ Yes ☐ No Proper documentation. Source:
foster care for kinship, guardianship, or adoption	
☐ Out of home placement	☐ Yes ☐ No Proper documentation. Source:
☐ Pregnant or parenting	☐ Yes ☐ No Proper documentation. Source:
☐ Youth with a disability	☐ Yes ☐ No Proper documentation. Source:
☐ Requires additional assistance to complete an educational	☐ Yes ☐ No Proper documentation. Source:
program.	

Eligibility – Out of School	Comments, Source Documents
☐ Not attending school	☐ Yes ☐ No Proper documentation. <u>Source</u> :
☐ Age 16-24; and one or more of the following;	Proper documentation.
☐ School dropout	☐ Yes ☐ No Proper documentation. Source:
☐ Offender	☐ No Proper documentation.
☐ Homeless	
☐ Runaway	_
Foster care, aged out of foster care, and left foster care for	□ No Proper documentation.
kinship guardianship or adoption;	
☐ Out of home placement	☐ Yes ☐ No Proper documentation. Source:
Pregnant or parenting	mentation.
☐ Youth with a disability	☐ No Proper documentation.
Received high school diploma or equivalent,	
who is low income and	
☐ Basic skills deficient; or	☐ Yes ☐ No Proper documentation. <u>Source</u> :
☐ English language learner	
Low income individual who requires additional assistance	☐ Yes ☐ No Proper documentation. <u>Source</u> :
to enter or complete an educational program or to secure	
or hold employment as defined by the LWDA.	
Eligibility- income Criteria	Comments, Source Documents
☐ Yes ☐ No Family members are listed in the participant file, their	☐ Yes ☐ No Family Size is reported correctly in AJC?
relationship to the participant, and they meet the definition of family.	☐ Yes ☐ No Proper documentation. <u>Source</u> :
☐ Yes ☐ No The youth is an individual with a disability	☐ Yes ☐ No — Is the disability properly documented in a separate
LLSIL Limit Reported in AJC:	file and matches AJC?
	☐ Yes ☐ No Proper documentation. <u>Source</u> :
Total Countable Income Reported in AJC:	
	☐ Yes ☐ No Proof of Income is acceptable? Source:
Yes I No Public Assistance	☐ Yes ☐ No Proof of Public Assistance is acceptable? Source:
Yes No Free or reduced lunch	
☐ Yes ☐ No Lives in High Poverty Area	

Eligibility-5% Non-low Income Exception	5% Needs Additional Assistance Criterion
In-School Youth	Requires additional assistance to complete an educational program or
☐ Basic Skills Deficient	to secure or hold employment.
☐ English Language Learner	
☐ Offender	Is the 5% Criterion identified in the Local Plan?
☐ Homeless	☐ Yes ☐ No Documentation is acceptable
☐ Runaway	
☐ In Foster care, aged out of foster care or 16 yrs and left foster care	Source:
☐ Eligible under sec. 477 of Social Security Act, or out-of-home	
placement	
☐ Pregnant or parenting	
☐ Youth with a disability	
☐ Requires additional assistance to complete an educational	
program to secure or hold employment as defined by the LWDA	
Out-of-School-Youth	
☐Received high school diploma or equivalent, and is Basic skills deficient	
or □English language learner	
☐ Requires additional assistance to enter an educational program or to secure employment.	

7.00		
Program Elements Provided		
☐ Tutoring, study skill training, and instruction	☐ Leadership development opportunities	☐ Activities helping ISY and OSY
leading to completion of secondary school,	☐ Support Services	"Transition" to post-secondary
including dropout prevention	☐ Adult Mentoring	education after obtaining a HSD or HSE.
Alternative Secondary School Services or	☐ Follow-up services	,
Recovery Services	☐ Comprehensive Guidance and	
☐ Occupational Skills Training	Counseling	
☐ Education offered concurrently with	☐ Financial Literacy Activities	
Workforce preparation activities & Training for	☐ Entrepreneurial Skills Training	
a specific Occupation.	☐ Labor Market Information	
□ WEX		
Includes: internships, job shadowing, OJT, summer	Training:	
employment, pre-apprenticeship.		
	Provided by a contract with a Training	☐ Recognized Credential Received
<u>Documentation</u> :	provider ☐ Yes ☐ No	
☐ Contract/Agreement	<u>OR</u>	Date:
☐ Yes ☐ No Educational Component	ITA ☐ Yes ☐ No OSY ☐ Yes ☐ No	
☐ Yes ☐ No Paid		Hard copy in file:
☐ Yes ☐ No Unpaid	Documentation:	□ Yes □ No
		☐ Yes ☐ No Proper documentation
☐ Yes ☐ No Proper documentation	☐ Is the related occupation in demand?	
	L Pell	
	☐ Is the training program listed in the	
	□ Other	
☐ Yes ☐ No Services relate to assessment and ISS		
8 8	ices received	
Comments:		

: ;

eporting System that shows an increase of	lational Reporti	and post-test approved by the N	f a pre-test	☐ Copies of the results of the same version of a pre-test and post-test approved by the National Ruat least one EFL
				Educational Functional Level:
			S □ No	Documentation of Skill Gain in case file ☐Yes ☐ No
				☐ Yes ☐ No
type of training service?	of education or	ased on the participant's level o	propriate b	Was the type of measureable skill gain set appropriate based on the participant's level of education or type of training service?
		□Yes □ No		Documentation of Measurable Skill Gain in case file
			Attained:	
			Date	
	Attained:		Date Set:	
	Date	Date Attained:	Report Card	
Date Attained:	Date Set:	Date Set:	Trans/	Date Attained:
Date Set:	Milestone	Trans/Report Card	Secondary	Date Set:
☐ Skills Progression	☐ Training	☐ Post-Secondary		☐ Ed. Functional Level
				Measurable Skill Gains
				Comments:
			he ISS?	☐ Yes ☐ No Was the incentive included in the ISS?
			entives?	☐ Yes ☐ No Did the participant receive incentives?
Title I-B Youth Program services.	_	Documentation validates the services are necessary in order to participate in WIOA	ervices are I	☐ Yes ☐ No Documentation validates the s
		nt	ın assessme	☐ Yes ☐ No Supportive Services based on an assessment
			ed in AJC	☐ Yes ☐ No Supportive Services are reported in AJC
		le ISS	ented on th	☐ Yes ☐ No Supportive Services are documented on the ISS
				Support Services Documentation:
				certifications
				training-related applications, tests, and
Incentives and bonuses			t and	Payments and fees related to employment and
Other Support Services				supplies
Housing/Utility bills	□ Ho		chool	
Needs-related payments		Educational Testing assistance		☐ Linkages to Community services
tools and eyeglasses).	tools	individuals with disabilities	indi	☐ Referrals to healthcare
appropriate work attire, and work-related		l Reasonable Accommodations for		☐ Transportation
☐ Work-related expenses (uniforms,		Out of Area Job Search		☐ Child/Dependent Care
				Support Services Provided

	☐ Leadership Development
	☐ Employment Progress
Case Notes:	☐ Employer Contact
	☐ Career Development
☐ Yes ☐ No ☐ NA	☐ Adult Mentoring
Is youth receiving follow-up services?	☐ Additional Assistance
	Follow-Up Services (After Exit)
assed another test required to obtain the credential	□ Documentation that shows the participant successfully passed another test required to obtain the credential
on an industry or occupational competency exam; or	\square Documentation of satisfactory attainment of an element on an industry or occupational competer
required knowledge based exam;	\square Documentation that the participant passes an employer-required knowledge based exam;
	Skills Progression:
types of documentation	"progress" in LWDA policy and include types of acceptable types of documentation
milestones based on the nature of the service provided from an employer or training provider providing training. (LWDAs must clearly define	milestones based on the nature of the service provided from
] Training Milestone: □Documentation based on LWDA's methodology for measuring satisfactory or better progress towards established	☐ <u>Training.Milestone:</u> ☐Documentation based on LWDA's
	than credit hour programs)
hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other	hours over the course of two completed consecutive seme-
inimum of 12 hours per semester for full-time students, or a total of at least 12	☐ Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full
	Postsecondary Transcript / Report Card:
bove in all classes	transcript must show that the participant received a D- or above in all classes
☐ Copy of a secondary transcript/ report card that states the participant is meeting Arizona's academic standards. (The report card/	☐ Copy of a secondary transcript/ report card that states t
	Secondary Transcript / Report Card:
Il parts of the Arizona High School equivalency test	📙 🗀 Documentation participant obtained passing scores on all parts of the Arizona High School equivalency test
	diploma; or
ized equivalent document completion of secondary diploma or an alternative	Documentation of High school Diploma or State-recognized equivalent document completion of
•	Secondary Diploma/ HSE Attainment:
☐ Documentation that states the participant exited below the secondary level and enrolled in postsecondary education or training	$ \;\square$ Documentation that states the participant exited below



November 24, 2020

Vickie Simmons, Director CPIC, Inc., Community Services 2600 E. Wilcox Drive, Room H-106 Sierra Vista, AZ 85635

Dear Ms. Simmons,

This is written notification of your on-site programmatic monitoring review for CPIC, Inc., Community Services by the Southeastern Arizona Local Workforce Development Board. The LWDB will be monitoring Title I-B adult, dislocated worker, In-school and out-of-school youth client files for the period July 1, 2020 to present.

Your on-site review will begin on Wednesday, December 16, at the Sierra Vista Job Center. You will be notified within 3 days of December 16 of the client files to be reviewed. The LWDB will be monitoring 10% of your clients whether open or exited during the time period referenced above.

On behalf of the Southeastern Workforce Development Board, thank you for the cooperation and assistance.

If you have any questions, please contact me at 520/439-3542 or my email at vphelps@cpic-cas.org.

Sincerely,

Vada J. Phelps

Vada J. Phelps, Executive Director/Staff to the Board Southeastern Arizona Local Workforce Development Board 900 Carmelita Drive Sierra Vista, AZ 85635



December 23, 2020

Vickie Simmons, Director CPIC, Inc. Community Services 2600 E Wilcox Drive, Room H-106 Sierra Vista, AZ 85635

Dear Ms. Simmons,

The Southeastern Arizona Local Workforce Development Board conducted a programmatic monitoring review for CPIC, Inc. Community Services on December 17-22, 2020 for client files for the period July 1, 2020 to present.

Based on the review conducted, PYQ will be required to reply to the Finding-Observations by January 22, 2021.

Finding 1: Part ID: 1716321- Income not recorded in AJC

Finding 2: Part ID: 1705814 – Income not recorded in AJC

Finding 3: Part ID: 1958815 – MSG not recorded in AJC

Finding 4: Part ID: 1959191 - Test scores not entered in AJC

Finding 5: Part ID: 734204 – MSG not recorded in AJC

Observations:

- Documentation is required in client file for Measurable Skills Gains (MSG) entered into AJC.
- 2) Measurable Skills Gain (MSG) categories Ascertain Career Advisors are using correct categories.

Per the Corrective Action Plan attached Findings 1-5 should be completed by January 22, 2021. Please forward documentation to Board that Findings have been resolved.

Sincerely,

Vada J. Phelps

Vada J. Phelps

Executive Director/Staff to the Board
Southeastern Arizona LWDB



Southeastern Arizona Local Workforce Development Board Monitoring Corrective Southeastern Arizona Local Workforce Development Board **Action Plan**

NAME OF ORGANIZATION: CPIC, Inc. Community Services – 12-23-2020	, Inc. Community Sei	rvices – 12-23-2		PROGRAM NAME: Adult, DW & Youth
Findings:				
Action Steps	Responsible Lead	Start Date	Target	Status
			Completion Date	
Part ID 1716321, Record Income in Anna L AJC	Anna L	12-23-2020	01-22-2021	Pending
Part ID 1705814 – Record Income in AJC	Anna L	12-23-2020	01-22-2021	Pending
Part ID 1958815 – Record MSG in AJC	Lisa L	12-23-2020	01-22-2021	Pending
Part ID 1959191 – No Test Scores entered into AJC	Lisa L	12-23-2020	01-22-2021	Pending
-Part ID 734204 – Record MSG in AJC	Vickie S	12-23-2020	01-22-2021	Pending
Observations:				
Need documentation in file for Measurable Skills Gains (MSG)	All Career Advisors	12-23-2020	On-going	On-going - Pending
Measurable Skills Gains – make sure to use correct categories	All Career Advisors	12-23-2020	On-going	On-going - Pending

LWDA: Choose an item.	NTN TRIBE: Choo	se an	MONITOR: Choose an item.
DATE: Click here to enter a date.	item.		
I. PARTICIPANT DATA (WIOA	Title I-B Title I 20	CFR 680.12	0 - 680.130)- (WIOA Title I-B Policy
Chapter 2-Section 104) Participant's name:	Social Security Veri	find:	Diela Te Marin Civie Civie
i attopants name.	☐Yes ☐ No	mea.	Right To Work: □Yes □No
Part ID#:	Eligibility Date:		
DOB:	Selective Service R	egistered:	□Employed □Unemployed
	□Yes □No □N//	<u> </u>	
Documents Reviewed/Notes:			
II. PRIORITY OF SERVICE EL	IGIBILITY (WIOA 20	CFR 680.11	0-680.130)- (WIOA Title I-B Policy
Chapter 2- Section 102)	88 88 0 2 TV - 11 W 98 88 88 10 10 10 10	48 990 st. V. W. 116-	M - N. WENGBERNIEN MUTERNAMON DIN JOHNSENDER GER
ADULT			
Veteran Priority of Service: Choose an ite		<u>Documents</u>	s <u>Reviewed</u> :
Adult Program Priority of Service Low Inc. Income Criteria: Disabled	ome	Accecemo	nto:
Family Income: (70% or LLSIL):		<u>Assessme</u>	<u>nts</u> .
Income recorded in AJC □Yes □No			
DISLOCATED WORKER			
Eligibility:	**************************************	83 - 83 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	e in a sea a sea a sea de la companya de la compan La companya de la co
Veteran Priority of Service: Choose a	n item.	□Yes □	No
Category I Choose an item.		□Yes □	No
Nerified terminated employment at no fall and	ult of their own;		No
2. Choose an item.; and			No No
3. Unlikely to return to previous industry of	or occupation.		140
Category II:	•		
Type of layoff: Choose an item.		□Yes □	No
Category III: Self-employed but is unemp		□Yes □	No
general economic conditions in the comm			
individual resides or because of natural di	saster.		
Category IV: Choose an item.		□Yes □	No
Channa an itam			NI-
Choose an item.	_1 _ 4 _		No No
Date of Layoff: Click here to enter a			No No
Verification of Layoff: Choose an item	1.		110
Documents Reviewed:			
III. BASIC CAREER SERVICES Section 104 (A))	(WIOA 20 CFR 678.	.430 (a)) - (W	/IOA Title I-B Policy Chapter 2

Are services provided identified in the IEP? □Yes □ No							
☐ Eligibility Determination ☐ Outreach, Intake (RESEA) ☐ Initial Assessment ☐ Labor Exchange services (Job search, Placement & Career counseling) ☐ Referrals to & coordination of activities w/other programs & services.	□ Labor Market info To include: Local, Regional & N □ Performance Info cost on eligible prov Training services by & provider. □ LWDA Performa	lational, o & Prgm riders of r program	☐ Info on Support Services ☐ UI Info/Filing Claims ☐ Financial Aid Assistance ☐ Referral/Co-Enrollment				
IV. PARTNER CO-ENROLLM	ENTS						
 □ Vocational Rehabilitation Services □ Trade Adjustment Act □ SNAP E&T □ Programs under Second Chance Act 	☐ Employment Ser ☐ TANF ☐ Job Corp tt ☐ MSFW	vices	☐ Department of Education ☐ Other Emp related programs ☐ YouthBuild				
Notes:							
V. INDIVIDUALIZED SERVICES (WIOA 20 CFR 678.430 (b) – (WIOA Title I-B Policy Chapter 2 – Section104 (B)							
Are services provided identified in the IEP? Yes No Are services recorded in AJC? Yes No							
□ Comprehensive Assessments □ Development of IEP □ Internship □ Individual/Group Counseling □ Career Planning □ Case Management □ Case Management □ Short term Pre-vocational services □ WEX □ Internship □ Transitional Jobs □ Workforce □ Workforce □ Dut of Area Job Search □ English Language Acquisition //Integrated education.							
Notes Notes							
VI. TRAINING SERVICES (WIOA 20 CFR 680. 200 – (WIOA Title I-B Policy Chapter 2-Section 502)							
VI. TRAINING SERVICES (WIOA 20 CFR 680. 200 – (WIOA Title I-B Policy Chapter 2-Section 502) Training option identified in the IEP? □Yes □ No Are services recorded in AJC? □Yes □No Are individuals determined eligible for training per WIOA Title I-B Section 502 Training Services Eligibility? □Yes □No Are they co-enrolled in training with other training funds and documented in case file? □Yes □No							
 □ Occupational Skills Training □ OJT □ Incumbent Worker Training □ Registered Apprenticeship □ Training Programs offered by 	☐ Cooperative Edu ☐ Skills Upgrading ☐ Entrepreneurial Training ☐ Customized Training	☐ Job Rea type of traii ☐ Adult Ed	adiness offered in combination with anothe				

TRAINING SERVICES DOCUMENTATION										
Contract										
ITA □ Y	es □ No	Training:	credential?		J					
ITA Amount: \$										
ITA LWDA 🔲 Y	es in no	Is there time sheets?	Date earned:							
What is the LWDA I	ΠΙΠΕ: Φ	□ Yes □ No								
Coordination Of Fu		For Occupational	Type of Cred							
	;	Skills Training:	☐ High Schoo	I Diploma						
□Pell Grant	į,		☐ Associates	Degrees						
□Out of Pocket		ls the program listed	☐ Bachelor's	Degree						
□Employer		on the ETPL? □ Yes □ No	☐ Educationa	l Certificates						
□Partner Program		⊔ tes ⊔ No	☐ Registered	Apprentice						
☐Student loan	į,	s the occupation in	☐ Career & T	echnical Edu Cert	ificates					
□Other Grant		demand in the local	□ Occupation	al licenses	•					
		area?	☐ Occupation	al Certification (P	ersonnel					
		□ Yes □ No	certification)	,						
			,		•					
			Date receive:	Click here to en	iter a date.					
			Hard copy in f	le □ Yes □ No						
			, , ,	entation □ Yes □	No					
VII. SUPPO	ORT SERVICES	(WIOA Title I-B Poli								
Did the participant g	ain unsubsidized er	nployment? Yes	ì No							
		in the IEP? ☐ Yes ☐								
Is the participant in	career and/or trainin	g services? 🗆 Yes 🗆] No							
Are services records		☐ Yes □								
☐ Child Care/ Depe	ndent Care	Legal Aide Services	☐ Pavm	ents/fees for Emp	lovment/Training					
☐ Housing/Utility As	ľ	Referrals to Healthcar								
☐ Needs Related P		Work Related Expens	ı '							
☐ Educational Test	- 1	Training Related		ges to Community						
	-	xpenses	☐Transportation Assistance							
·					····					
Notes:										
Additional Notes:	****									
<u> </u>			<u>.</u>							
Measurable Skil	I Gains WIOA T	itle I-B Training S	ervices Cha _l	<u>oter 2, Section</u>	515					
Did the individual p	participate in an ed	lucational or training	service? □Yes	□ No	····					
☐ Edu. Functional	☐ Secondary/HSE	☐ Post-Secondary	☐ Training	☐ Skills	□Attainment					
Level	Attainment	Transcript/ Report	Milestone	Progression						
		Card								
Date Set:	Date Set:	Date Set:	Date Set:	Date Set:	Date Set:					
Date Attained:	Date Attained:	Date Attained:	Date Attained:	Date	Date Attained:					
Attained										
Was the type of me	acuraabla ckill gai	n set appropriate bas	ad an the name	-iiiii						
of training service?		n ser abbiobuate pas	еч он те раги	cipant s tevel of	education or type					
Documentation of		6la □Vaa □N-								
Pocumentation of a	oniis Gain in case	me Lites LiNO								
Educational Functi	onal Level									

☐ Copies of the results of the same version of a pre-test and post-test approved by the National Reporting System that shows an increase of at least one EFL
☐ Documentation that states the participant exited below the secondary level and enrolled in postsecondary education or training
Secondary Diploma/ HSE Attainment
☐ Documentation that the participant obtained a High School Diploma/ state-recognized equivalent documenting completion of secondary studies or alternative diploma
☐ Documentation that the participant obtained passing scores on all 4 parts of the GED Test and the AZ Civics Test.
Secondary Transcript / Report Card:
☐ Copy of a secondary transcript/ report card that states the participant is meeting Arizona's academic standards. (The report card/ transcript must show that the participant received a D- or above in all classes.)
Postsecondary Transcript / Report Card:
☐ Copy of postsecondary transcript or reports showing a minimum of 12 hours per semester for full-time students, or a total of at least 12 hours over the course of two completed consecutive semesters during the program year for part-time students (or the equivalent for other than credit hour programs)
☐ Documentation that the participant passed an employer-required knowledge-based exam;
 □ Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or □ Documentation that shows the participant successfully passed another test required to obtain the credential
Training Milestone
☐ Documented progress report from an employer or training provider, including that the individual has acquired new skills, or steps to completed an On-the-Job training, or a registered apprenticeship;
Documentation of an increase in pay based on newly acquired skills or increased performance;
□ Documentation of completion of one year of an registered apprenticeship;
☐ Documentation of completion of an On-the-Job Training; or
☐ Documentation of satisfactory progress towards a similar established milestone. (LWDAs must clearly define "progress" in LWDA policy and include types of acceptable types of documentation.)
Skills Progression
Documentation that the participant passes an employer-required knowledge based exam;
☐ Documentation of satisfactory attainment of an element on an industry or occupational competency exam; or
☐ Documentation that shows the participant successfully passed another test required to obtain the credential
Follow-Up Services (After Exit)
□ Additional Assistance with career planning and career counseling
☐ Information on Educational Opportunities
Referral to Supportive Services in the Community
☐ Employer Contact
☐ Employment Progress



ONE-STOP OPERATOR MONITORING TOOL

Effectiveness

·				-	Coordination	Identifier
		used correctly	System Partner meetings	Schedule and staff quarterly	Memorandums of Understanding Co-ordinate training	Monitor all Cysten Dates
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Continuous Improvement

				-	Continuous Administer Custome Improvement Efforts satisfaction surveys		entraction .
		Research best practices and make recommendations	Conduct at least one customer focus group	Administer event participant survey for recruitments and other in person events	Administer Customer satisfaction surveys		0.00
						Yes	
		-				Currenc Dutare	
						Yes No	
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Accessibility

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			and communications	Monitor agencies policies	
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					Administrative - General	
			Utilize the Branding	Comply with WIOA's funding requirements	Comply with the Uniform Administrative Requirements	O)pportrait
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						ON. Section 1897.
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				Invoice in accordance with payment information	Maintain confidentiality		onlessee
				7	7	Yes	
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				Deig Invoices of	Sign Statement		Company and



	 			•	DOL Training and Employment Guidance letter		
			Comply with federal and State regulations and procurement policies	Refrain from establishing practices that create disincentives to services	Disclose any potential conflicts of interest		Section 1997
			7	7	7	Yes	
		·				No	
						Current	
						Future	
						Yes	
	,		1	7	7	No	
			yes	correspondence	none-rejorded.		



						Reporting Requirements		(configuration)
By: Wade Thepe			Other information requested	Submit written reports	Attend LWDB board meetings	Communicate with system partners with updates as needed		Onecus
Meps			•	\		<	Yes Nos	
							Current Future	
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