



POLICY

CATEGORY:	Quality Assurance	No: 5.0.100.02
TITLE:	Oversight and Monitoring	
SUPERSEDES:	5.0.100.00, dtd May 21, 2015	
EFFECTIVE:	April 20, 2018	
BOARD APPROVAL:	May, 24, 2018	
UPDATED:	April 20,2018	

I. PURPOSE:

Establishes criteria for the oversight of Workforce Solutions of the Coastal Bend programs.

II. DEFINITIONS:

N/A

III. POLICY STATEMENT:

Workforce Solutions of the Coastal Bend Board shall implement a program that provides timely and effective oversight of all programs and activities administered by the Board.

Monitoring will include both the fiscal and program performance of the Board and its contracted service providers.

The Monitoring plan and monitoring activities will be based upon an annual risk assessment.

Monitoring activities will be focused on areas of highest risk to help ensure the most effective use of monitoring resources.

Monitoring will be conducted using a monitoring tool developed specifically for each program.

Fieldwork and or a Desk review will be completed for each monitoring review.

A Preliminary report will be issued requesting responses to any issue/finding noted for resolution.

The Board will use the Resolution process to clear each issue/finding. If findings are determined to be resolved the monitor will clear each finding in the work papers and in the final report.

All Written reports will be forwarded to the Board's President/CEO.

Monitoring reports will be summarize and presented to the Board's Executive Committee on a semi-annual basis.

IV. PROCEDURES:

N/A

V. RELATED POLICY INFORMATION:

United States Department of Agriculture, Food and Nutrition Services Rules and Regulations, 7 CFR

United States Department of Health and Human Services, 45 CFR

United States Department of Labor 38 USC §4102(A)(f) and 20 CFR §666.300

General Appropriations Act,

VI. RESPONSIBILITIES:

The Board's Quality Assurance staff will ensure all appropriate staff are aware of and comply with this policy.

The Board's Quality Assurance Monitor will implement a monitoring program in accordance with this policy.

VII. FORMS AND INSTRUCTIONS:

Annual Risk Assessment

Annual Monitoring Plan

Annual Monitoring Schedule

VIII. DISTRIBUTION:

Board of Directors

Board Staff

Service Provider Staff

IX. SIGNATURES:



Reviewed by EO Officer

5/29/18

Date



President/CEO

5/29/18

Date