

**Guaynabo-Toa Baja Local Workforce Development Board  
Workforce Innovation and Opportunity Act (WIOA)**

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**LOCAL WORKFORCE DEVELOPMENT BOARD POLICY FOR OVERSIGHT  
FUNCTIONS, TITLE I PROGRAMS, AND THE ONE-STOP MANAGEMENT CENTER  
/ AMERICAN JOB CENTER**

**PUBLIC POLICY NUMBER: WIOA-19-07**

**I. PURPOSE**

The purpose of this policy is to establish consistent administrative measures for the oversight of WIOA Title I Programs, as mandated to the Local Board in section 107 of the Act.

**II. METHODOLOGY**

The Local Board will utilize its authority granted under Section 107 to implement oversight of Title I programs through the following methodology:

- a. Collecting statistical and fiscal information.
- b. Analyzing reports and documents.
- c. Reviewing programs, activities, and services.
- d. Conducting meetings and providing technical assistance to management personnel.
- e. Identifying any deficiencies, if applicable.
- f. Developing a corrective action plan.
- g. Feedback

**III. ADMINISTRATIVE OVERSIGHT POLICIES AND MONITORING  
FUNCTIONS**

The Local Area shall establish an effective monitoring procedure that works in coordination with the Local Board Monitoring Committee to ensure proper oversight. The monitoring procedure will focus on the following administrative and operational goals:

- A. Ensure compliance with performance levels that have been negotiated with the State in accordance with the requirements outlined in Sections 117(d)(B) and 136(c) and (h).
- B. Ensure that the fiscal management and reporting systems of the area adhere to the standards set by the Federal and State governments. This includes compliance with cost principles, cost classification, and cost limitations as established under WIA and its regulations.

- C. Monitor the adherence to the goals, objectives, and activities outlined in the Local Plan and the Regional Plan.
- D. Collect relevant information regarding the costs and performance of activities conducted by training providers, as mandated by WIOA Section 122(d).
- E. Gather data on the performance of training providers offering customized training activities in accordance with Section 122(h).
- F. Monitor the progress and performance of youth program providers.
- G. Collect programmatic or financial information essential for conducting analyses, preparing reports, or performing monitoring functions.

#### **IV. APPROVAL AND EFFECTIVENESS**

This policy shall become effective upon its approval and signature; and shall remain in effect until it is amended or repealed.

In Guaynabo, Puerto Rico, on the 18<sup>th</sup> day of December 2019.

/s/ Oriel Ramírez Rodríguez  
Chairman  
Local Workforce Development Board

Chairman  
Audit Committee

/s/ Helena M. Márquez-Acevedo, Esq.  
Executive Director  
Guaynabo-Toa Baja LWDA