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March 18, 2022

Marie Kurose, Executive Director
Workforce Development Council of Seattle-King County
Market Place One, Suite 250
2300 Western Avenue
Seattle, WA 98121-2162

RE: Employment Security Department (ESD) Monitoring Review, WIOA PY21

Dear Ms. Kurose:

The purpose of this letter is to inform you that your Local Workforce Development Board (LWDB) will be receiving a monitoring review of its implementation of the Workforce Innovation and Opportunity Act (WIOA) for PY21.

Currently we are planning to be onsite to conduct our review but given the uncertain situation with the COVID-19 variant, we should prepare as if this review will be conducted remotely, similar to the PY20 review. The onsite review for Workforce Development Council of Seattle-King County is scheduled to begin on May 2, 2022. A remote desktop review will begin the week prior to the onsite review.

The scope of this review will include:

WIOA Title I Formula Administrative and Fiscal Review

- Design and governance of the LWDB including sunshine provisions
- MOU/IFA/RSA
- One-Stop Operator, if applicable
- Policies/Procedures
- Administrative controls and monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal controls
- Cash and financial management
- Procurements & Contracts
- Cost allocation plan or rate
- Property & Inventory
- Single audit
- Personnel
- Grievance and complaint

- Support services & needs related payments
- Incumbent Worker, if applicable

WIOA Title I Formula Program Review

WIOA Program Policies

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 5)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)
- All other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review

WIOA Adult and Dislocated Worker Program

- Eligibility
- Priority of Service (Adult Program Only)
- Supportive Services
- MIS/ETO-Data Element Validation

WIOA Youth Program

- Eligibility
- Support Services
- MIS/ETO-Data Element Validation

Statewide Discretionary Contracts Program Review

Economic Security for All (EcSA)

- Participant Eligibility
- Program Enrollment
- Basic and Individualized Services
- Supportive Services
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant

- Data Element Validation

Statewide Discretionary Contracts Administrative and Fiscal Review

Economic Security for All; Increased Employment (Rapid Response); COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant

- Cash and financial management/A19 reimbursements
- Administrative controls (Sub-recipient monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

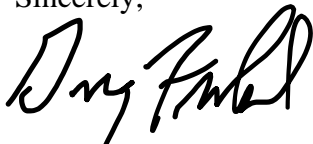
If applicable, the monitoring review will include those elements from the PY20 monitoring cycle identified in your PY20 Daily Observation Reports as required to be included in your next round of monitoring.

The Items Requested in Advance document and the Pre-Monitoring Questionnaire are attached. As occurred as part of the PY20 review, ESD will continue to use a Secure File Transfer Protocol (SFTP) site to assist with the process of transferring and uploading files. This site will be the primary site for all file transfers for the PY21 monitoring review. Please follow the attached instructions to upload your documents into the SFTP site by close of business April 8, 2022, and send an email notification to workforcemonitoring@esd.wa.gov when you have completed this step.

If you have any questions regarding the monitoring process, please contact Greg Ferland, Director of Workforce System Monitoring, at (360) 890-3443 or gregory.ferland@esd.wa.gov.

Thank you for your continued support as we work together to build a successful monitoring process.

Sincerely,



Greg Ferland, Director
Workforce System Monitoring

cc: Ericka Cox, Chief of Staff & Strategy, Workforce Development Council of Seattle-King County
Dan Zeitlin, Director of Employment System Policy and Integrity Division, Employment Security Department

Attachments: PY21 Items Requested in Advance
PY21 Monitoring Questionnaire
SFTP Site Access Instructions