



Department of  
Job and Family Services

John R. Kasich, Governor  
Michael B. Colbert, Director

August 28, 2012

Bert Cene  
Mahoning and Columbiana Training Association  
9 West Front Street  
Youngstown, Ohio 44503

RE: PY 2011 National Emergency Grant (OH-21) Monitoring Report Area 17

Dear Mr. Cene:

The Workforce Investment Act (WIA), Section 184 (a)(4), and the Code of Federal Regulations (CFR) at 20 CFR 667.410 (b)(2), require each state to conduct an annual on-site monitoring review of local workforce investment boards to ensure compliance with applicable administrative requirements. In accordance with this provision, Dean Wheatcraft, ODJFS WIA Program Monitor, conducted a program review of the implementation of National Emergency Grant (NEG) OH-21 in Area 17 on May 7, 2012 through May 10, 2012. The final report of Mr. Wheatcraft's review is enclosed.

If you have any questions regarding this report, please contact Dean Wheatcraft at (614) 752-3226 or [Dean.Wheatcraft@jfs.ohio.gov](mailto:Dean.Wheatcraft@jfs.ohio.gov). or Julie Wirt, WIA Program Monitoring Supervisor at (614) 752-3228 or [Julie.Wirt@jfs.ohio.gov](mailto:Julie.Wirt@jfs.ohio.gov).

Thank you,

Diana Skinner, Manager  
Consulting and Auditing Services Section  
Bureau of Monitoring and Consulting Services  
Office of Fiscal and Monitoring Services

DS:jah

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Columbus, Ohio 43215  
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# **PY 2011 National Emergency Grant (OH-21) Monitoring Report**

**Area 17**



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***WIA Program Monitoring***

## **Purpose of the Review:**

The Workforce Investment Act (WIA) and regulations require that states develop a monitoring system and monitor grant-supported activities of local workforce investment boards for compliance with applicable laws and regulations. The goal of the Ohio Department of Job and Family Services (ODJFS) monitoring effort is to:

- conduct oversight and monitoring of WIA activities to ensure that established policies, procedures, and systems of the workforce areas comply with WIA, federal regulations, and state rules, policies, and procedures;
- provide program guidance and direction to local areas in order to assist them in providing quality workforce development services to customers; and
- provide a framework for continuous improvement efforts in WIA at the local and state levels.

Dean Wheatcraft, WIA monitor at ODJFS, Office of Fiscal and Monitoring Services, Bureau of Monitoring and Consulting Services, conducted the OH-21 National Emergency Grant (NEG) review in Area 17 on May 7, 2012 through May 10, 2012. The period under review was from July 1, 2011 until the date of the onsite visit.

An overall summary is provided for each section of the report. The summary will identify compliance findings and qualitative observations. Compliance findings are topics found not in compliance with WIA, federal regulations, and state and local policies and procedures. Qualitative observations are topics which may or may not be compliance-based, but which may impede effectiveness and efficiency of services to individual and business customers. For both compliance findings and qualitative observations, suggestions are offered on how to come into compliance or make qualitative improvements.

## **Administrative Review:**

The OH-21 NEG funds on-the-job training (OJT) opportunities for long-term unemployed dislocated workers. This is a statewide NEG and is awarded to the local areas on a first come, first serve basis. The NEG was approved to begin June 30, 2010 and to end June 30, 2012. Area 17 partnered with local employers and local economic development agencies to recruit OJT participants, to identify OJT job opportunities, and to provide community awareness of the OJT opportunities. As reported by the counties, Area 17 has enrolled 48 NEG eligible dislocated workers.

There were no substantial areas of non-compliance or any areas of qualitative observations identified regarding the policies and administrative procedures for this NEG.

## **Programmatic Review:**

As part of this review, six participant files were examined as follows: four participants in Mahoning County and two participants in Columbiana County. All participants met the definition of dislocated worker, were dislocated on or after January 1, 2008, and had been jobless for 158 days or longer. None of the participants were Trade Adjustment Assistance (TAA) eligible.

Files were well organized and contained all of the following: completed applications, appropriate eligibility documentation; appropriate selective service registration; signed equal employment opportunity (EEO)/complaint procedure forms; case notes; documentation of progression service levels; Individual Employment Plans (IEP); and follow up as appropriate. Participant information was entered into the state's mandated reporting system, Ohio's Workforce System (formerly known as SCOTI), as required in Workforce Investment Act Transmittal Letter No. 10.

The participants were trained in jobs, such as a press operator, a tool designer, a machine operator, a maintenance repair worker, and a power line installer. Of the files reviewed, three participants have completed their OJT and have entered employment. For the remaining three participants, they are still in training with an anticipated completion date no later than August 31, 2012.

There were no substantial areas of non-compliance or any areas of qualitative observations identified within the scope of this review.