DATE:     July 15, 2016

TO:       LA's Workforce Development System

FROM:     Jaime H. Pacheco-Orozco, Director
           Workforce Development System

SUBJECT:  WDS INFORMATION BULLETIN NO. 17-02
           PY 2016-17 WORKFORCE INNOVATION AND OPPORTUNITY ACT
           (WIOA) YOUTHSOURCE MONITORING SCHEDULE

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to release the PY 2016-17 YouthSource Monitoring Schedule. Listed on the attached schedule are the dates of the six site visits along with the topics for each. There may be additional unannounced site visits as well as desk reviews. The California Employment Development Department and the United States Department of Labor may also conduct site visits at will.

BACKGROUND
Each program year, the YouthSource System is monitored to ensure compliance with applicable laws, policies, and regulations. Standard site visit monitoring topics include a review of program enrollment data, budgets and expenditures, participant eligibility, and Equal Opportunity (EO).

WDS CONTACT
Questions and/or concerns should be addressed to your Program Monitor.

JHP:NH
Attachment: PY 2016-17 WIOA YouthSource Monitoring Schedule and Topics
<table>
<thead>
<tr>
<th>MONTH</th>
<th>MONITORING SITE VISIT TOPICS</th>
</tr>
</thead>
</table>
| August 2016| 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic  
   • Integration of P3 Policies and Resources  
   • PY 2015-16 Closeout & Data  
   • Carryovers                                                                                           |
| October 2016| 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic  
   • Assessment and ISS  
   • InnerSight Implementation and Integration                                                              |
| December 2016| 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic(s)  
   • Case Notes  
   • Subcontractor Monitoring                                                                             |
| February 2017| 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic(s)  
   • Work Experience  
   • Certificates & Training                                                                               |
| April 2017   | 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic(s)  
   • Follow Up and Follow-up Services  
   • Supportive Services and Incentives, Documentation                                                        |
| June 2017    | 1) Status of Prior Issues  
2) Performance  
3) Expenditures  
4) EO: TTY  
5) Eligibility File Review  
6) Focus Topic(s)  
   • Participant Interviews  
   • Inventory  
   • Subcontractor Monitoring                                                                               |

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