



# Monitoring Team Three -Year Monitoring Plan

	<b>Programmatic Monitoring – Quarterly – Round 1 and Round 2</b>		<b>Programmatic Monitoring – Quarterly – Round 3</b>	<b>Programmatic Monitoring – Quarterly – Round 4</b>	Policy & Agreement (Sec 2) Service Delivery (Sec 3)	One Stop Operator Evaluation	Fiscal Monitoring	Administrative Oversight Local Governance Plans and Agreements Board Compliance & Certification Org Structure PA Sunshine Act Right to Know Law	Administrative Oversight PA CL Recertification	Administrative Oversight ADA Compliance Non-Discrimination And Civil Rights Provisions
	Participant Files. TANF Youth. OJT, ITA  Random Sampling, Desk Review  Participant Files. TANF Youth. OJT, ITA  Other Method Of Oversight –Spot Reviews, Surveys, Telephone Calls, Email Communications		Participant Files. TANF Youth. OJT, ITA  Random Sampling, Desk Review	Participant Files. TANF Youth. OJT, ITA  Other Method Of Oversight –Spot Reviews, Surveys, Telephone Calls, Email Communications						
<b>PY23</b>	July – December 2023		January – March 2024	April – June 2024				January-March 2024 and September-October 2024		
Request List	8/15/2023		Request Files – Early January 2024				February 2024			
Request Files	9/15/2023		Files Due to WFS 1/15/2024 to Begin Monitoring		11/15/23	Early January 2024	Files Due March 2024		September 2023 tool released to SA for completion Site Visits October, November and December	
Monitoring Report Due	11/30/2023		3/1/2024		11/30/23	Late January 2024	Late April 2024		Results to SA and Operator by December 1, 2023	
CAP and Finalize	12/30/2023		4/15/2024			Mid-February 2024	May 2024		December 2023	
<b>PY24</b>	July – September 2024	October – December 2024	January – March 2025	April – June 2025				January-March 2025 and September-October 2025		
Request Files	07/01/24		1/02/25				February 2025			

Receive Files	7/15/24		1/15/25		11/14/24		Files Due March 2025			
Monitoring Report	9/01/24		3/01/25		11/30/24		Late April 2025			
CAP and Finalize	10/15/24		4/15/25				May 2025			
<b>PY25</b>	July – September 2025	October – December 2025	January – March 2026	April – June 2026				January-March 2026 and September- October 2026		
Request Files	7/01/25		1/02/26				February 2026			
Receive Files	7/15/25		1/15/26		11/15/25		File Due March 2026			
Monitoring Report	9/01/25		3/01/26		11/30/25		Late April 2026			
Finalize	10/15/25		04/15/26				May 2026			

**NOTE:** Dates falling on a weekend or holiday will extended to the next business day.

PA CareerLink Certification Timeline:

Wednesday, September 6, 2023 – Finalize Certification Form and send to SA’s for completion

Friday, October 6, 2023 – Completed forms are due back to WFS from SA’s

Monday, October 8-13, 2023 – WFS staff review forms