



MONTHLY REPORTS

**Department: Office of Economic & Workforce
Development**

Effective Date: July 1, 2008

Policy/Procedure #: WIA116-A

Supersedes: N/A

Overview

To ensure that providers are on track to meet contractual goals set forth for the program year, OEWD requires that providers submit monthly reports on the 10th of each month for the preceding month.

Reporting Content

The Monthly Report is both a quantitative and qualitative form. The quantitative section provides year to date information on numerical goals agreed to for the program year, such as enrollment and placement. The qualitative section, or narrative, provides an opportunity for the provider to record other program information that is not necessarily quantifiable.

The narrative will describe the progress of the program by identifying elements such as goals versus accomplishments, problems encountered, service delivery highlights or any major fiscal or administrative changes. The narrative provides both OEWD and the provider the opportunity to document all elements of the program that would otherwise be overlooked.

Submission

The **Monthly Program Report Form** is submitted as an attachment to the **Monthly Invoice** submitted to OEWD which is due no later than the 10th of each month (See *Invoicing WIA Grant Expenditures*).

Reports From OEWD To Providers

Each month OEWD will send the provider a **Critical Indicators** report to compare to their own records. This report contains information on performance levels and grant balances as reflected by OEWD's invoicing records and the State's JTA database. Critical Indicators will be provided by the 15th of each month.