

Welfare Transition

- Individual placed in Job Search/Job Readiness activity for more than the allowable four weeks.
- Individual assigned to more hours than allowed in the Community Work Experience activity.
- Individual was not aware of what was required for program participation prior to the initiation of non-compliance/sanction.
- The IRP did not reflect the begin/end dates for the assigned activity.
- There was a lack of documentation to support activity hours entered in the MIS/reported to HHS.
- Penalties were not initiated/requested timely when warranted.
- The incorrect date of failure was reflected on the pre-penalty notice.
- The IRP was not updated appropriately to include all assigned activities to match those assigned in the MIS.
- The documentation to verify employment does not match the information contained in the MIS.
- Participant file did not contain the most current Complaint & Grievance forms.
- Participant received transitional services but based on file documentation it appears individual was not eligible for said services.
- Participant received childcare services but the file is missing the required documentation (signed childcare referral).
- Support services rendered were not tracked in the MIS as required.

Supplemental Nutrition Assistance Program, Employment & Training (SNAP E&T)

- Participant file did not contain a signed Complaint & Grievance form.
- Participant's travel reimbursement was not entered in the MIS within two days of receiving documentation proving eligibility/expended funds to participate in program activities.
- Staff failed to initiate the non-compliance process when warranted.
- Staff failed to initiate the non-compliance process within two days of an individual failing to remain compliant.
- Staff failed to update the MIS' attendance status within two days of participant attending the scheduled appointment.
- The documentation to verify program participation did not match the information contained in the MIS.
- Individual was scheduled/assigned to complete more than the maximum allowed program hours.
- Participant file did not contain the most current Complaint & Grievance form.
- The employment plan was not updated appropriately to include all assigned activities to match those assigned in the MIS.

Wagner-Peyser (MSFW)

- Based on documented work experience, participants were not correctly coded as an MSFW (not an MSFW).
- Based on documented work experience, participants were not correctly coded as a seasonal farmworker vs. migrant farmworker.
- Participants registered as an MSFW were not provided the 511N as required.

- Participants registered as an MSFW did not receive referrals for support services (or documented that no referrals needed) as required.

Wagner-Peyser (Veterans)

- Participant registered as a Veteran was not provided Priority of Service within the reporting period.
- Participant registration did not include military separation dates.
- Assessment results were not accurately captured in case notes to include required components with sufficient detail.
- Staff provided a Veteran manual Priority of Service but failed to document such in case notes.
- The assessment form was not completed in its entirety or contained incorrect information.

Wagner-Peyser (Universal Career Seeker)

- New participant registered as a Veteran was not provided Priority of Service within the reporting period.
- Assessment results were not accurately captured in case notes to include required components with sufficient detail.
- Employment Development Plan (EDP) did not contain long range goals as required.
- Documented employment goals and the corresponding action steps were not in alignment.
- Staff provided a Veteran manual Priority of Service but failed to document such in case notes.
- Staff failed to provide Priority of Service to a Veteran when warranted (more than six months since last notification).
- The assessment form was not completed in its entirety or contained incorrect information.

WIOA Youth

- Staff failed to document MSG for participants enrolled in training.
- Reviewer was not able to determine if work-based training was provided as described in the work experience agreement; form missing from file.
- Staff failed to retain documentation proving the completion of work-based training; not able to match information to what is contained in the MIS.
- The employment plan did not accurately reflect the assigned activities.

WIOA Adult/Dislocated Worker (DW)

- Staff failed to retain documentation to prove “unlikely to return” when using DW Category 1.
- Participant file did not contain the most current Complaint & Grievance form.
- Annualized family income documentation does not match the information entered in the MIS.
- Staff failed to retain documentation to support entry of job search activity.
- Staff failed to have a signed work experience agreement on file prior to a participant starting work experience.
- Staff failed to retain documentation that proves the start date of work experience as reflected in the MIS.
- Staff failed to retain documentation to prove the participant was paid the wage as reflected in the work experience agreement/FLSA compliance.

- Work experience site placement is not in alignment with the results of the participant's career interest inventory.
- The employment plan failed to include long range goals for permanent placement after the completion of work-based training.
- Staff failed to document an MSG for participants enrolled in training.
- A self-attestation form that was used to document elements of eligibility failed to include the period of unemployment.
- Staff failed to include spouse's income when calculating the annualized family income.
- Staff failed to appropriately document the determination of need for individualized career services.