









in CalJOBS did not meet the case note requirements outlined in WDB's *Supportive Services and Incentive Policy*.

**Corrective Action Plan:** Program management will conduct staff training on case notes and supportive service entries into CalJOBS to ensure staff understanding of the policies.

**This finding will remain open until the next monitoring.**

2. **Observation:** One of the files reviewed was coded in CalJOBS as WIOA Adult, but was funded out of ARPA. As such, the programmatic and performance information in CalJOBS did not match expenditure reporting.

**Corrective Action Taken:** Program staff completed a Data Change Request form to update the client data in CalJOBS to match expenditures.

**This finding will remain open until the next monitoring.**

3. **Observation:** Disability information was observed within the participant's working file. All disability-related information must be stored in a separate file or folder to be in compliance with nondiscrimination and equal opportunity provisions.

**Corrective Action Taken:** All disability information was removed from the participant's case file.

**This finding is now closed.**

A draft monitoring report was submitted to the Adult and Dislocated Worker staff documenting potential compliance issues and findings on May 24, 2024. The Adult and Dislocated Worker staff responded and corrected any findings noted on the report. A final monitoring report was issued on July 19, 2024, and is being presented to the Planning & Oversight Committee.

*America's Job Centers of California (AJCC)*

The Performance and Compliance Analyst found the AJCC to be in full compliance. No findings were identified.

A draft monitoring report was submitted to the AJCC staff documenting potential compliance issues and findings on July 3, 2024. A final monitoring report was issued on August 23, 2024, and is being presented to the Planning & Oversight Committee.

#### **REPORT PREPARED BY**

Heather Henry, President/Executive Director. Please contact Sonam Rajbhandary at 707-863-3510 if you have any questions regarding the information in this report.



















