

## **On-the-Job Monitoring**

### **Components of Review:**

#### Financial Review

- Invoices and payments for OJT contracts
- Review Statement of Costs
- Monthly participant report

#### **Participant File Review:**

- Referrals
- Placements
- Required file documentation
- MACC Entry
- Case Notes
- Follow-Up
- Performance

#### **Procedures:**

- Communication with WIA Case Manager
- Referral for participants not job ready
- De-obligation of Contracts

#### **Contract Review**

- Positions
- Wages
- Retention