

## **Local Monitoring Appeal Policy**

NWPA Job Connect has established the appeal process below for contracted service providers to challenge actions initiated by the local board regarding local monitoring oversight activities.

NWPA Job Connect will submit a written oversight report within thirty (30) days of a monitoring visit to the monitored entity. The oversight report will identify any instances of non-compliance and provide recommendations for corrective action(s) and program quality enhancements. A Corrective Action Plan to rectify any findings must be submitted to NWPA Job Connect by the monitored entity within thirty (30) days of the issuance of the report or as requested in writing by NWPA Job Connect.

### **APPEAL PROCESS**

#### **Level I Appeal**

A contracted service provider wishing to appeal a decision by NWPA Job Connect that cannot be resolved at the One Stop Operator level must submit an appeal in writing to the NWPA Job Connect Director (staff to the board) not later than 30 calendar days from the date of receipt of the NWPA Job Connect oversight report and request for the Corrective Action Plan. The appeal must clearly identify the area of monitoring concern and the reason for the appeal. Any documentation supporting the contracted service provider’s case must be available upon request of NWPA Job Connect. The NWPA Job Connect Fiscal and Monitoring Committee will have 30 calendar days to review the contracted service provider’s appeal.

#### **Level II Appeal**

If the contracted service provider is not satisfied with the NWPA Job Connect Fiscal and Monitoring Committee’s decision, they may appeal to the NWPA Job Connect Executive Committee within 30 working days from the date of the decision. The NWPA Job Connect Executive Committee will review the appeal at their next regularly scheduled meeting or at a special meeting called at the discretion of the NWPA Job Connect Chairperson. A final decision will be rendered by the NWPA Job Connect Executive Committee no later than 30 calendar days from the date of the Executive Committee’s appeal review meeting.

### **REFERENCE**

Workforce System Policy (WSP) No. 183-01 Oversight and Monitoring

### **HISTORY**

Name	Date	Rev. Level	Description of change	Effective Date
Deb O’Neil	06/12/2018	A	New policy as required by state policy WSP 183-01	08/10/2018