

Local Monitoring Appeal Policy

Purpose:

This policy explains how to appeal local monitoring oversight activities regarding instances of non-compliance and corrective actions.

Audience:

- NWPA Job Connect Staff
- Title I Provider
- TANF Youth Provider
- One Stop Operator

Policy:

NWPA Job Connect Responsibilities:

- Submit a written report within thirty (30) days of monitoring completion to the appropriate entity.
- Maintain a copy of documentation and reports for monitoring purposes.

Provider's Responsibilities:

- If the provider disagrees with any findings/corrective actions, the provider may file an appeal within thirty (30) days of receiving the report.
- The formal request must be sent via email to the NWPA Job Connect Monitor and Director.
- The appeal must define the area of concern, and the provider must provide documentation to support their concern.

Appeal Process:

Step 1:

1. NWPA Job Connect Monitor and Director will review the monitoring report, appeal letter, and all documentation.
2. NWPA Job Connect Monitor and Director will meet with provider and discuss.
3. If an agreement is reached, information will be updated and provided to all parties.

Step 2: (if needed)

1. If a resolution is not reached in Step 1, NWPA Job Connect Monitor or Director will convene the Fiscal & Monitoring (F&M) Committee.
2. The original monitoring report and supporting documentation, appeal documentation, and any information from Step 1 will be provided to the committee members for discussion.
3. F&M Committee decision will be sent to the provider via email within ten (10) business days after the committee meeting.

Step 3: (if needed)

1. If the provider disagrees with the F&M Committee's decision, the provider may appeal to the NWPA Job Connect Executive Committee.
2. Executive Committee will convene to discuss all the information.
3. Executive Committee's final decision will be sent to the provider via email within ten (10) business days of the meeting.

Note* All meeting notes, emails, documentation pertaining to the monitoring and appeal will be saved for monitoring purposes.

Reference

PA Department of Labor Workforce System Policy 184-02 (Change 1) Sanctions

PA Department of Labor Workforce System Policy 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
Susan Richmond	02/9/2025	B	Update format and process	08/01/2026

