

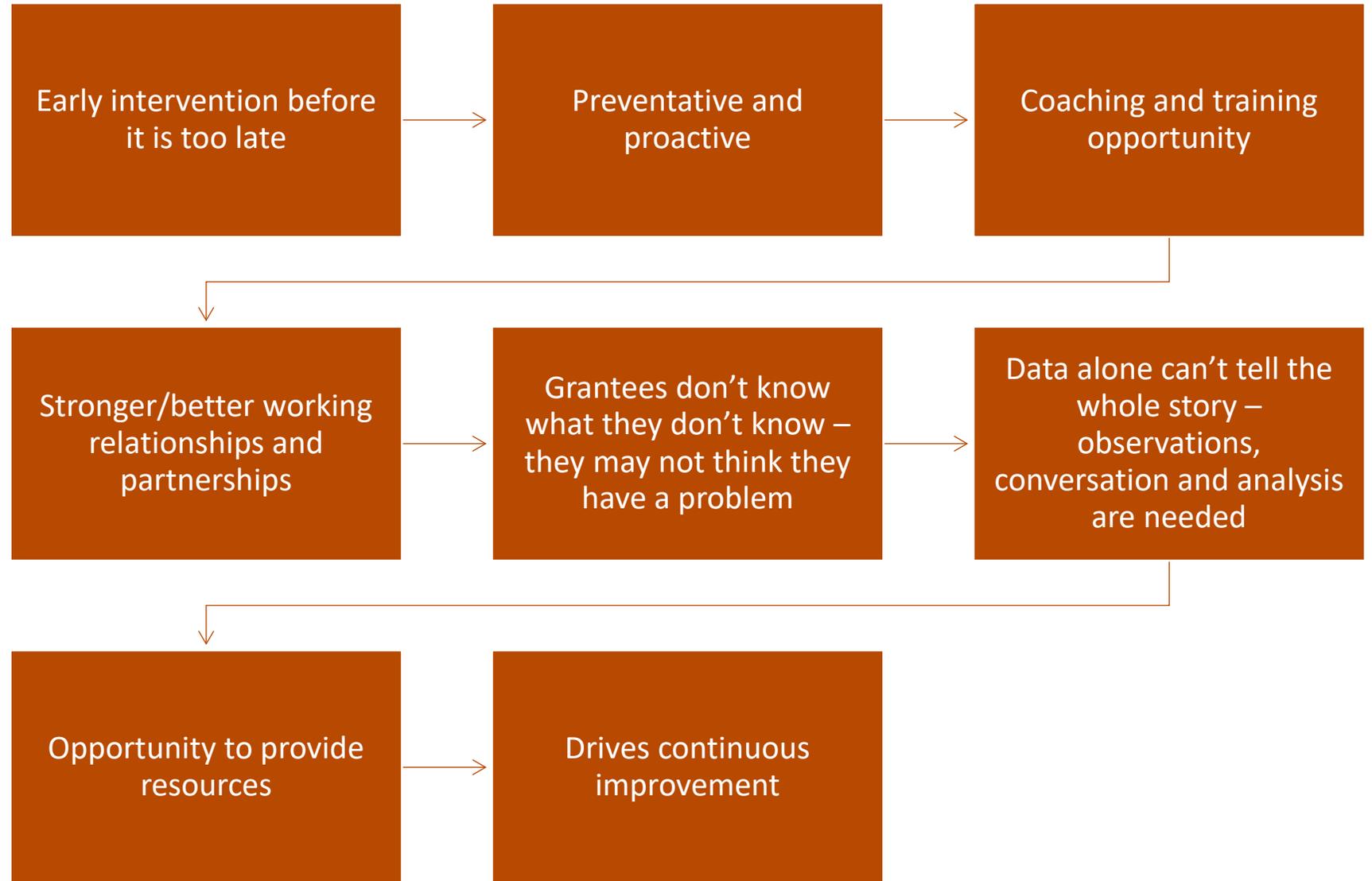


JTED GRANT MONITORING

February 26, 2026



Why is monitoring important?



JTED Monitoring

- Each grantee will go through a least one monitoring event during the grant award period.
- The team is comprised of a programmatic monitor and fiscal monitor.
- The purpose of monitoring is to review compliance of the grant program as stated in the notice of award, federal regulations, the Uniform Guidance, state rules, and DCEO/local grantee policies.
- Provides reasonable assurance that grantees have systems in place to administer programs and manage the grant funds according to applicable rules.

Grant Monitors

- The Programmatic Monitor provides program management and oversight to their assigned grantees. They serve as the primary point of contact between DCEO and grantees for all activities associated with program monitoring and technical assistance.
- Fiscal Monitor organizes, oversees, and functions as a technical expert for routine fiscal monitoring conducted by monitoring team members. Routine monitoring includes compliance with fiscal requirements in areas such as: internal controls, costs allowability, payroll, reporting requirements, bank reconciliations, salary limitation, GAAP. If your program has subrecipients then the monitoring them.

Monitoring Process

- Communication from Lead Monitor
- Announcement Letter
- Entrance Conference
- Conduct Monitoring Review
- Soft Exit
- Exit Conference
- Results Letter
- Response from Grantee
- Final response from DCEO



FISCAL vs. PROGRAM MONITORING



Fiscal Monitoring

**Internal
Controls**

Disbursements

**Costs
Allowability**

Payroll



Resources

- ECRF

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

- WIOA ePolicy

- [WIOA Policy \(illinoisworknet.com\)](http://illinoisworknet.com)

- JTED Training Materials & Videos

[Workforce and Education Partners \(illinoisworknet.com\)](http://illinoisworknet.com)

- Signed Grant Agreement and Approved Uniform Budget

Fiscal Monitoring Questions



DOCUMENTATION CHECKLIST

Participant Application

- Signed and Dated

Documents used to determine eligibility

Needs Assessment

Participant Career Plan

- Case Management System
- Signed and Dated

DOCUMENTATION

CHECKLIST

(CONTINUED)

Enrolled Training Services

- Dates are Important

Credentials Earned

- Copies of Each Credential

Barrier Reduction Policy

- Submit Copy of Policy

Documentation of Receipt

- Participants sign for BRF funds, Support Services

COMMON FINDINGS FOR NONFORMULA GRANTS

- Case Notes and Follow Up Case Notes
- Missing Documentation
- Service Strategy/Employment Plans
 - Incomplete/Missing
 - Missing Signatures
 - Not Updated

COMMON FINDINGS FOR NONFORMULA GRANTS

- Case Management
 - Service Entry
 - Service Closure
- Support Service Documentation
- Missing Signatures
 - Application
 - Income Affidavits
 - Support Service/BRF Receipts
 - Career Plans
- Disclaimers Intellectual Property/Funding Source

Programmatic Monitoring Questions

