


*City of Alexandria, Virginia*

MEMORANDUM

DATE: SEPTEMBER 23, 2024

TO: JAMES PARAJON, CITY MANAGER

FROM: ROBERT SNYDER, ACTING CHIEF INTERNAL AUDITOR 

SUBJECT: DCHS WIOA PROGRAM COMPLIANCE REVIEW – PROGRAM YEAR 2023 (FS25-02)

---

**Background**

The City of Alexandria in conjunction with Arlington County participate in the Workforce Innovation and Opportunity Act (WIOA). WIOA is used to operate job centers and provides job search assistance and training opportunities enhancing worker employment prospects. It is the Alexandria/Arlington Workforce Council’s (AARWC) responsibility to oversee the job centers and must conduct monitoring and oversight actions according to the provisions of the WIOA.

The WIOA Act of 2014 mandates the monitoring of recipients and sub-recipients for all grants awarded and funds expended under WIOA Title I. Monitoring programs ascertain compliance with the WIOA, the Uniform Administrative Requirements (2 CFR Part 200), and other applicable Federal laws and regulations. Because the Virginia Department of Workforce Development and Advancement (VDWDA) is the local WIOA Title I administrative entity they conduct the required annual compliance monitoring.

**Summary**

During the period from February 18, 2024, through May 6, 2024, the VDWDA Compliance Monitoring Team conducted a comprehensive review of the WIOA grant awarded to the AARWC. On May 6, 2024, the VDWDA issued Alexandria and Arlington County the annual compliance review for Program Year 23 (PY23). The review resulted in two (2) findings and no concerns that required corrective actions.

The two findings were as follows:

1. There was missing documentation needed to verify program eligibility criteria. There were six (6) cases of this including:
  - a. Missing receipt of exhaustion of unemployment for two (2) dislocated workers
  - b. Missing record of proof of selective service registration for one worker.
  - c. Missing state ID’s to support school status for three (3) students.

2. Some case files had missing signatures on intake forms, signed education plans, and incorrectly utilized activity codes.

**Conclusion**

The AARWC was required to complete a corrective action plan (CAP) for all of the required findings. On June 6, 2024, the AARWC submitted the CAP to the VDWD. On August 28, 2024, the Workforce Compliance Monitor for VDWD sent the CAP Completion letter and informed the AARWC that the CAP would be closed out. In addition to the confirmation from VDWD, Alexandria's Office of Internal Audit also reviewed the CAP and noted that AARWC has completed all required actions related to the findings in the monitoring review.

Based on our verification of the completion of the CAP by AARWC as well as the notification by VDWD that the CAP has been completed we conclude that this engagement has been finalized. If you have any questions, please contact the Office of Internal Audit at [internalaudit@alexandriava.gov](mailto:internalaudit@alexandriava.gov)



August 28, 2024

David Remick  
Executive Director

RE: PY 2023 Corrective Action Plan (CAP) Status

Dear Mr. Remick

During the period from February 18, 2024, through May 6, 2024, the Virginia Department of Workforce Development and Advancement (VDWDA) Compliance Monitoring Team conducted a comprehensive review of the following grants and programs awarded to/implemented Alexandria/Arlington Regional Workforce Council (AARWC).

- WIOA Title I Adult, Dislocated Worker, and Youth Formula Programs

The review resulted in two findings and no concerns requiring corrective action. The DWDA Compliance Monitoring Team received the AARWC's response and has determined that the PY23 CAP is complete

Sincerely,

A handwritten signature in black ink that reads 'B. Suthers'.

Beverly W. Suthers  
Workforce Compliance Monitor  
Department of Workforce Development and Advancement



### **Finding 1: Program Eligibility**

**Issue:** Documentation of Eligibility was missing or misclassified.

**Corrective Action:** There are questioned costs associated with identified records. The AARWC must review the records noted in the finding and obtain the appropriate documentation required to support the identified program eligibility issues. If the local area cannot obtain appropriate documentation to verify eligibility for the noted cases, the AARWC must provide the DWDA Compliance Monitors with a list of the costs that must be reimbursed. Identified expenses must be reclassified to the respective correct program or reimbursed. Any reimbursement must be made with non-federal funds. The AARWC must also ensure that case managers receive training on the guidelines above to ensure an understanding of program eligibility requirements and appropriate documentation sources. Documentation of these actions must be provided to the DWDA Compliance Monitoring Team for review.

**LWDB Response:** After meeting with Virginia Works on 8/26/24, it was decided that adjustments to be made to the MEDR. These funds for both clients were incorrectly charged to DW funds as the clients should have been enrolled as Adults and not DWs. Our local MEDR will show an adjustment to the DLW with an increase for these amounts and a decrease for Adult Funds.

### **DWDA Evaluation: STATUS - CLOSED**

The DWDA reviewed the LWDB's corrective action plan and has determined that the LWDB has satisfied the requirements of the corrective action and considers this finding closed.

### **Finding 2: Virginia Workforce Connection (VaWC) Records Management**

**Issue:** Activity Codes, Uploads, Measurable Skills Gains, Supporting Documentation, Family Size and Income.

**Corrective Action:** The AARWC must review the cases identified in Attachment A and make the appropriate corrections to the active participant records in the VaWC. Missing documentation must also be collected and loaded into the VaWC. The AARWC must ensure that case managers receive training on the guidelines listed above to ensure an understanding of data entry and documentation requirements. Documentation of these actions must be submitted to the DWDA Compliance Monitoring team for review.



**LWDB Response:** "LWDA corrective actions have been identified and documented on the Attachment A. Please refer to that document to review the individual case corrective actions. LWDA provided Guidance on July 2 and 30<sup>th</sup> to staff on items listed in the monitoring report.

**DWDA Evaluation: STATUS - CLOSED**

The DWDA reviewed the LWDB's corrective action plan and has determined that the LWDB has satisfied the requirements of the corrective action and considers this finding closed.