

MINNESOTA YOUTH PROGRAM (MYP)
MONITORING REPORT
PROGRAM YEAR(S) 2022

SUB-GRANTEE: [AGENCY NAME]

WASHINGTON COUNTY STAFF: Karen Ritter; Thai Yang

DATES OF VISIT: September 23, 2022

AGENCY STAFF INTERVIEWED: , Program Manager - Summer Youth Employment Program

, Director of Career Pathways

, Director of Finance

I. GENERAL DESCRIPTION OF MONITORING ACTIVITIES

The purpose of the visit was to conduct a review of the Minnesota Youth Program activities, processes, forms, and structure as administered by [subgrantee AGENCY NAME] under Washington County Community Services Contract #XXXXX, to ensure compliance with federal rules, regulations and policy, Minnesota Department of Employment and Economic Development (DEED) policies and procedures, and State statutes. The 2018 DEED Youth Monitoring Guide formed the basis of the virtual document review and discussion with [subgrantee AGENCY] staff.

Specifically reviewed were:

- Financial documents for July 2022
- Participant files (including eligibility documentation) for Sections F & G of monitoring guide
- Documents supporting items listed in Sections A, B, C, D & E of monitoring guide
 - Summer 2022 injury reports (20 reports)
 - Participant survey form
 - Parent survey form
 - Youth retrospective tool
 - Worksite evaluation forms (used by crew leaders)
 - “Participant HR Handbook” (addresses worksite safety, OSHA, injury reports, harassment and respectful workplace among other topics) and “Leadership and Supervision Manual” for crew leaders (addresses basic leadership, communication, worksite

safety, injury reporting and procedures, and disciplinary action procedures among other topics).

- Summer 2022 Site Supervisor and Participant Interviews completed in August by Deb Cunningham, Washington County

All back-up documentation and the completed monitoring guide are on file electronically with Washington County.

II. GENERAL INFORMATION

Corrective Action

There is no corrective action as a result of this monitoring visit.

III. FINANCIAL RECONCILIATION

Financial reconciliation was conducted remotely utilizing documentation for July 2022 for each of the following: participant wages and fringe expenditures, participant support services expenditures, and direct program services expenditures report pages; and the general ledger. Totals for each cost category were reviewed against the general ledger to verify actual expenses. No discrepancies were noted. Sample transactions within selected cost categories were reviewed and the Grantee provided relevant source documentation. No discrepancies were identified.

IV. PARTICIPANT FILE REVIEW

Electronic document copies for 6 of the 23 participants enrolled in summer 2022 MYP activities with [subgrantee AGENCY] were sent via secure/encrypted email to Washington County and reviewed.

[Subgrantee AGENCY] gathers youth applications and eligibility documentation and keeps materials in hard copy onsite at their office as well as in electronic format. Documents stored electronically are in password-protected platforms. Copies of participant ISS documents were uploaded into WF1 EDS.

[Subgrantee AGENCY] staff enters all youth participant information into WF1. Washington County staff has access to this in WF1 under our COFFR.

Six participant files were reviewed. The "Youth Program Case Files Checklist" included in the monitoring guide was used as the basis for the file reviews. Comments on each file are recorded on the checklist.

Overall files contained required and additional items. Four files lacked MN and Washington County address verification document; 2 files lacked DOB verification; 1 file lacked copy of work readiness tool.

Areas of Concern: Address verification documents are important to show MN as well as Washington County residency since both are requirements when using MYP funds. While a US Passport does document legal status for US citizenship, it doesn't contain state or county residency information. Acceptable documents to use for MN and county residency are:

- MN driver's license
- MN non-driver's identification card
- Copy of MN driver's permit paperwork
- Copy of utility bill in parent's name with current residence address printed on it
- A copy of a mailing envelope addressed to youth participant with participant's current residential address, that has US Postal Service cancellation mark on it
- School record with student's address printed on it (e.g., copy of transcript or grades; front page of IEP; verification form generated by [Subgrantee AGENCY] on which school staff can sign off, verifying that participant's address matches school records.)

Date of birth (DOB) verification is required to know that youth are of eligible age at time of application, and in order to know whether males are required to be registered with Selective Service. Acceptable documents to use for DOB verification are:

- MN driver's license
- MN non-driver's identification card
- Copy of MN driver's permit paperwork
- School record with student's DOB printed on it (e.g., copy of transcript or grades; front page of IEP; verification form generated by [Subgrantee AGENCY] on which school staff can sign off, verifying that participant's DOB matches school records.)

Addressing the prohibition of political and sectarian activities on worksites is required by DEED policy (email from DEED, attached.) Sample language to be added to both the participant HR handbook and the supervision and leadership manual: *"Employment will not engage the youth in political and/or sectarian activities, nor will the youth construct, operate, or maintain any part of a facility that is primarily used or devoted to sectarian instruction or worship."*

V. COMMENTS/RECOMMENDATIONS

[Subgrantee AGENCY'S] strength in providing safe working conditions with close supervision, positive support for each youth regardless of ability or limitation, an adequate amount of work along with some contextual learning in math and literacy skills continues now as in previous years. The program gives youth who may not otherwise be hired in the private sector the chance to work, get paid, and build a work history with references, all within a meaningful work experience.

[Subgrantee AGENCY] has developed comprehensive policies regarding individual and equipment/tools safety, a respectful workplace, use of social media, substance abuse, and disciplinary action. Supporting information is provided in detail in printed manuals for participants and crew leaders and trainers, and reviewed verbally in orientation sessions.

[Subgrantee AGENCY] is also using a quality assessment tool to measure components like the safety level of the work environment and worksites, how and whether leadership development is incorporated into activities for youth participants. Data obtained will inform their practices.

VI. REQUEST FOR TECHNICAL ASSISTANCE

Additional technical assistance will be provided at [Subgrantee AGENCY'S] request.