

**CORE MONITORING GUIDE TOOLS
RESPONSIBILITY**

Tool	Program	Fiscal
Tool A: MOU & IFA Worksheet	P	
Tool B: WIOA Adult Participant File Review	P	
Tool C: WIOA DW Participant File Review	P	
Tool D: WIOA Youth Participant File Review	P	
Tool E: Budget Comparison Tool	P review	F request
Tool F: Procurement/Purchasing Policy Checklist		
Tool G: Procurement History File		
Tool H; Subaward Review Worksheet	P review	F request
Tool I: Contract Review Checklist	P review	F request
Tool J: Subrecipient Monitoring Reports Worksheet <i>Program and Fiscal</i>	P	F
Tool K: Policies and Procedures Checklist <i>Program and Fiscal</i>	P	F
Tool L: Separation of Duties Worksheet		F
Tool N: Transaction Testing		F
Tool O: Cost Allocation Worksheet	P w/contracts	
Tool P: Audit Appeals Process		F
Tool Q: Audit Resolution Tracking Checklist		F
Tool R: Documentation of Personnel Services		F