

### Sub-grantee Monitoring Process

1. Send informal email to sub-grantees announcing the monitoring and asking to complete Doodle poll regarding dates (at least 45 days in advance) for monitoring.
2. Complete and send the official letter and monitoring rubric to sub-grantee. This letter is sent at least 30 days in advance of monitoring date.
3. Complete rubric during the monitoring visit and send completed guide to sub-grantee prior to writing monitoring report.
4. Complete and send monitoring report to sub-grantee.
5. If compliance findings, the sub-grantee must send a corrective action plan within 30 days of the receipt of the report.
6. When the corrective action plan is received, IWD has 45 days to accept the corrective action plan.
7. Send close out letter or send letter stating which action plans are not accepted.
8. If needed, schedule follow-up visits to check on corrective action plan.

### AJC Monitoring Process

1. Send informal email to AJC leadership announcing the monitoring and asking to complete Doodle poll regarding dates (at least 45 days in advance) for monitoring.
2. Complete and send the official letter and monitoring rubric to sub-grantee. This letter is sent at least 30 days in advance of monitoring date. The AJCs must send required data at least one week prior to the monitoring date as stated in the announcement letter.
3. Complete and send monitoring report to AJC.
4. If compliance findings, the AJC must send a corrective action plan within 30 days of the receipt of the report.
5. When the corrective action plan is received, IWD has 45 days to accept the corrective action plan.
6. Send close out letter or send letter stating which action plans are not accepted.
7. If needed, schedule follow-up visits to check on corrective action plan.