

### WorkLink

**WIOA INSTRUCTION LETTER NO.: PY' 25-01 Monitoring Schedule (replaces WorkLink Employment and Training Instruction Letter No.: PY' 24-01)**

**SUBJECT:** Monitoring Schedule

**ISSUANCE**

**DATE:** July 1, 2025

**EFFECTIVE**

**DATE:** July 1, 2025

**EXPIRATION**

**DATE:** June 30, 2026

**PURPOSE:** To transmit **a local** Employment and Training Instruction Letter Schedule for Monitoring by the Administrative Entity of the WorkLink Local Area Service Providers.

**BACKGROUND:** Local Area Administrative Entity Staff will monitor the WorkLink Workforce Development Board Service Providers for Title I of the Workforce Innovation and Opportunity Act (WIOA) (OneStop, Youth, Adult, and Dislocated Worker Programs).

**ACTION:** All Service Providers should be prepared for these monitoring visits. Have all the files, records, and staff members available during these scheduled dates. OneStop and Contractor staff should have completed the WDB Monitoring Instruments and USDOL Disability Initiative Disability Access Checklist Sections I, II, and III by the Scheduled Monitoring Date.

**Please copy and distribute this information appropriately within your agency.**

**INQUIRIES:** Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board Staff, WorkLink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1458, fax, 864.646.2814, or e-mail [JCampbell@worklinkweb.com](mailto:JCampbell@worklinkweb.com).

  
Jennifer Campbell, Interim Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** To All WIOA Service Providers

**ATTACHMENT:** Monitoring Schedule

### Monitoring Schedule

#### Workforce Innovation and Opportunity Act (WIOA) Program Year 2025 (07/01/2025– 06/30/2026)

Adult/DW Program	01/26/2026-01/30/2026
Adult/DW Operator	01/26/2026-01/30/2026
PYC	02/09/2026-02/13/2026

**Note:** WorkLink staff responsible for monitoring:

Youth Programmatic and Financial Monitoring	Jennifer Campbell
Ad/DW Programmatic and Financial Monitoring	Jennifer Campbell
Adult/DW Operator	Jennifer Campbell
EO Compliance	Windy Graham