



PERKINS MONITORING ORIENTATION

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Technical Education
MN State Colleges and
Universities

FY16 PERKINS MONITORING PROCESS

- 1 ½ days, Day 1 Noon-4:00, Day 2 8:00-2:00
- Evidence for five criteria and for others cited at last monitoring visit
- Fiscal desk audit – secondary and postsecondary
- PAR reports for personnel funded by Perkins
- Closing meeting on Day 2 to report findings
- Final monitoring visit report within 30 days
- Corrective action completed by June 30, 2016

FY16 PERKINS MONITORING - PURPOSE

- Comply with federal monitoring requirements of Carl D. Perkins Career Technical Education Act of 2006 and the US Dept of Education
- Determine present and predict future CTE program opportunities and challenges
- Better define how high-quality CTE programs operate
- Detect conditions, procedures, or factors that threaten CTE programs in time to effectively mitigate
- Identify factors that may enhance or detract from the availability of high-quality CTE programs

FY16 MONITORING PROCESS - EVIDENCE

This monitoring visit is different from your previous Perkins monitoring experience. Consortia required to provide evidence to support your activities for **five criteria not 23**:

1. Consortium Membership
2. Fiscal Requirements
3. Occupational Skill Development
4. Collaboration, and Partnerships
5. Rigorous Programs of Study

And Criteria related to prior consortium monitoring findings.

FY16 MN PERKINS MONITORING EVIDENCE

<http://cte.mnscu.edu/directories/pdf/FY16-Minnesota-Perkins-Monitoring-Criteria-for-Local-Consortia.pdf>

FY16 MONITORING PROCESS – POST SEC FISCAL DESK AUDIT

1. At least 30 days prior to the visit, system office grant accountant will notify the postsecondary fiscal contact identified in the approved consortium plan of which transactions will be reviewed.
2. The fiscal contact will provide all supporting documents to system office grant accountant at least twenty days prior to the visit.
3. System office grant accountant will then request any additional information if needed on the documentation provided by the fiscal contact.
4. At least ten days prior to the visit, fiscal contact responds to the system office grant accountant.
5. At least five days prior to the visit system office grant accountant will send findings to the monitoring team.
6. During the monitoring visit a member of the team meets with the fiscal contact to review any questions, findings and required corrective actions.
7. Grant accountant will consult with the monitoring team.
8. Within ten days following the visit the system office grant accountant will send the final audit report with any findings to the impacted parties.

FY16 MONITORING PROCESS – POST SEC FISCAL DESK AUDIT

Criteria for Audit:

- I. A random sample of 3-5% of transactions depending on the volume of transactions.
- II. Sample will focus on larger transaction, especially those over \$10,000.
- III. System office will review documentation provided for:
 - a) Appropriateness of documentation
 - b) Consistency with GAAP processing procedures
 - c) Potential fraud implications

Documents may be supplied in paper or electronic form to:

Judy Bradford, Grants Accountant

Email: judy.bradford@so.mnscu.edu

Phone: 651-201-1770

FY16 MONITORING PROCESS – SEC FISCAL DESK AUDIT

- Laurie Rheault – MDE Grant Supervisor will contact secondary fiscal agents
- 3-4 weeks before monitoring visit
- Template with step-by-step instructions
- For more information contact [Michelle Kamenov](#)
651-582-8434

SAMPLE AGENDA - DAY 1

12:00 PM

Review team arrives..

12:30 PM

Meet with consortium leadership to review schedule and purpose of the visit. Optional presentation by Consortium.

1:30 PM

Fiscal personnel available from consortium to review desk audit findings

1:30-4:00 PM

MDE/MnSCU personnel review evidence files prepared in advance by consortium directors

4:00 PM

Visit with secondary and postsecondary directors to ask/answer questions for the day and to discuss Day 2 schedule

SAMPLE AGENDA - DAY 2

8:00 AM Review team arrives

8:00 – 9:30 AM MDE/MnSCU Staff continue to review prepared materials and new information requested at the close of day 1.

9:30 AM

Meet with secondary and postsecondary consortium leadership to discuss any last minute requests for information and to discuss findings

10:30

AM Monitoring team to prepares final materials for 1:00 PM findings session

12:00 PM Lunch

1:00 PM

Meet with all consortium leadership to report findings and answer questions

FY16 MONITORING VISIT CONCLUSION

Closing meeting on Day 2 to report findings

Final monitoring visit report within 30 days

Corrective actions completed by June 30, 2016

RESOURCES TO HELP YOU PREPARE FOR MONITORING

- <http://cte.mnscu.edu/directories/portal.html>
- [Minnesota's Perkins IV Monitoring Process and Recommendations 2013-2016](#) (529 KB .pdf)
- [Fiscal Postsecondary Desk Audit](#) (140 KB .pdf)
- [Tips that help you prepare for your Perkins IV Monitoring Visit](#) (428 KB .pdf)
- [SAMPLE Agenda](#) (218 KB .pdf)
- [FY16 Minnesota Perkins Monitoring Criteria for Local Consortia](#) (119 KB .pdf)