

General DET Contract Policy 9 - Monthly Validation/Reconciliation (Youth and Adult)

This procedure is being implemented in an effort to improve the validation process for performance information that is provided to contractors monthly and to provide a mechanism to provide performance data to the Delaware Workforce Development Board (DWDB).

Monthly Performance Data

On a monthly basis:

1. Performance validation letters and the current cumulative performance data (in Excel spreadsheets) will be forwarded by e-mail to contractors approximately on the 21st calendar day of a month.
2. Within 15 calendar days, the monthly validation data will be reviewed with the Contractor either via email confirmation that all data is correct or via telephone. Any and all corrections (additions, deletions, changes) will be identified and jointly agreed. In addition to reviewing the performance information, this period will be used to identify information due and any data entry necessary related to eliminate all open activities and update performance. A reconciliation memo will be forwarded to the Contractor to confirm all actions. Supervisor will be copied on this memo.

Finalized Performance Data

Contractors have until January 31st of the year following the end of the contract period. Performance data will be finalized through the monthly validation process completed in February of the year following the end of the contract period. Contract managers and contractors will agree upon all final data with contractors signing off on final validation letters.