

Program Review Policy

The division, under authority of the commission, conducts program reviews of at least 18 districts each year. These reviews address the district's administration of cost share programs as well as the district's compliance with the commission rules, policies and procedures. Districts may request to be reviewed by notifying the Division Director in writing. The division will select the districts that will be reviewed each year. Districts will be notified in writing prior to the scheduled review and will receive a copy of the program review forms. The district will receive written results of the review along with recommendations and corrective actions, if applicable, within forty-five (45) calendar days following the review. All commission members will have access to electronic results of program reviews. The district must respond in writing to the division within forty-five (45) days following receipt of the review to address results of any corrective actions taken.

If all items are satisfactorily addressed, the division will send a letter stating that the district response is accepted and the review is complete.

Districts that do not develop and implement a division-approved plan on how to address a corrective action will be required to have at least two district supervisors appear before the commission to explain how they will address all corrective actions. Failure to appear at the next scheduled commission meeting may affect allocations, contract approvals, payments, and supervisor appointments.