

17—10.7 (231) Monitoring and record keeping.

10.7(1) *Subproject sponsor duties.* The subproject sponsor shall:

a. Submit performance, fiscal and program reports to the department on aging in accordance with procedures established by the department;

b. Maintain files on each Title V participant containing the following: Immigration and Naturalization Service I-9 (Proof of Citizenship), application, enrollment form, recertifications (if applicable), skills assessments, training record, terms of employment agreement, physical examination report (or properly executed waiver), individual employment plan (IEP), job description, performance evaluations, disciplinary actions, payroll records, and termination forms (if applicable); and

c. Maintain files for each host agency or work site, which shall include:

- (1) The host agency or work site agreement containing relevant program requirements;
- (2) Evidence that the host agency or work site participant supervisor has received orientation; and
- (3) Host agency or work site evaluation reports.

10.7(2) *Department duties.* The department shall:

a. Conduct desk monitoring of the SIP. The department may conduct on-site monitoring if circumstances require an inspection of subproject sponsor records;

b. Conduct an on-site assessment of each SIP subproject at least annually. The subproject sponsor shall be informed in writing of findings and recommended corrective actions. Assessment reports and responses shall be kept on file at the department and shall be open to inspection by authorized state and federal officials;

c. Maintain files on Title V participants that include applications, recertifications, physical examination records, physical examination waivers, and termination forms (if applicable); and

d. Maintain financial records as required by statute, regulation, administrative rule, or technical bulletin.

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