

JOM PROGRAM

FY _____ JOM Contractors Program Compliance

The Annual Contract Compliance monitor visit is to assure that each JOM Contractor is meeting reporting requirements according to 25 CFR 273 JOM Regulations and applicable Oklahoma state requirements. In most cases of the items listed below, copies of the item will need to be attached to the monitoring sheet for proof of compliance. A copy of the final evaluation will be forwarded to the contractor, with copies made available to the program coordinator and IEC. The monitoring instrument is only used to assure compliance and will not reflect in a dollar increase or decrease based on the findings.

Date of Monitoring	Name of School
Funding Allocation	# of Eligible Students
Name of Contact Person	Representative

yes	no	Item	Verification
Following items are mandated by federal regulations to be submitted to the JOM Program			
		a. Application (submitted by deadline, signed and dated)	
		b. Revision (submitted with corrected amount)	
		c. Bylaws (ratified within the current school year)	
		d. IEC certification form (showing IEC with HOME address)	
		e. Needs assessment form and results (Were the needs assessment results used to develop the goals and objectives?)	
		f. Annual Report (FY 09 report submitted by Nov. 13, 2009) Were measurable objectives attained?	
		g. Required assurances (initialed by the IEC and Administrator)	
		h. Student eligibility requirements (transmittal form / roster finalization form)	
		i. FY 09 budget claims (submitted on a quarterly basis, expended by Sept. 30, 2009)	
The following items must be shown as relevant to the program goals and objectives			
		a. Budget summary designed using program goals and objectives?	
		b. Copy of job descriptions submitted / match educational plan?	
		c. Stated measurable objectives attainable & were they attained?	
		d. Inventory listed with description, serial #, cost, date of purchase & location	
The following minutes must be on file to show IEC approval			
		IEC minutes for approval for the following	

		a. application (minutes submitted with application)	
		b. revision (minutes showing approval of all changes)	
		c. needs assessment (minutes showing approval and results)	
		d. annual report (minutes show review and approval)	
During the Annual Program Compliance Monitor, an IEC member is required to participate and address each item listed below. Copies of requested items should be provided.			
yes	n	IEC MEETINGS:	
	o	a. IEC meeting held regularly (Copy of advertisements)	
		b. Elections held according to By-laws (Month held)	
		c. Method of advertisement of meetings (copy submitted)	
		d. Agenda, minutes, staff report and financial reports provided prior to each meeting	
		e. How did the IEC assist with the needs assessment	
		f. What IEC trainings were attended?	
		g. How did the IEC assure staff trainings / development?	
		IEC HANDBOOK:	
		a. Each IEC member provided a handbook?	
		b. Copy of FY __ Application, Budget Revision provided?	
		c. Parliamentary procedure guidelines provided?	
		d. Copy of JOM Federal Regulations?	
		e. Listing of all staff job descriptions	
		f. Officers roles and responsibilities	
		g. Open Meeting Act	
		h. Copy of the FY__ Annual Report	
Student Files & Records			
		a. Student files maintained and secure. (Where are they kept)	
		b. Student file system maintained (where kept)	
		c. Individual student file records include:	
		1. Grade monitoring (showing progress)	
		2. Supplies	

		3. Student involvement (tutoring, cultural activities, field trips)	
		4. Extracurricular sponsored cost / ACT fee payments	
Education Plan			
		a. Educational Goal design – were they met	
		b. Measurable Objective design – were they met	
		c. Activities designed to match Education Goal	

Monitor conducted by: _____

Date _____

School Representative _____

Date _____

IEC Member _____

Date _____

monitor form