
**Displaced Homemaker Program
State Compliance Policies**

Section: DH007

Program Oversight and Technical Assistance

August 2007

I. Overview:

The Department of Employment, Training, & Rehabilitation, Employment Security Division, Workforce Investment Support Services (DETR/ESD/WISS) has the responsibility of reviewing Displaced Homemaker Centers to assist and ensure program compliance is maintained within the guidelines of Nevada Revised Statute (NRS) 388.635.

SERVICE AREA	DISPLACED HOMEMAKER CENTER	MONITORING TYPE	SCHEDULE
<i>SOUTHERN NEVADA</i>	<i>HELP</i>	<i>COMPLIANCE</i>	<i>ANNUAL</i>
<i>NORTHEASTERN NEVADA</i>	<i>Vacant</i>	<i>COMPLIANCE</i>	<i>ANNUAL</i>
<i>WESTERN</i>	<i>Community Chest</i>	<i>COMPLIANCE</i>	<i>ANNUAL</i>
<i>WASHOE COUNTY</i>	<i>TRUCKEE MEADOWS COMMUNITY COLLEGE</i>	<i>COMPLIANCE</i>	<i>ANNUAL</i>

Upon request, DETR/ESD/WISS will provide technical assistance to Displaced Homemaker Centers on an on-going basis. It is the responsibility of DETR/ESD/WISS to advise and assist the Centers on all issues related to program intake, participant services, including program and fiscal compliance.

II. Scope of On-Site Compliance Visits:

- A. Review team will review participant files at each center based on the following guide:
1. Eligibility verification as described in NRS 388.605, 3 (a)-(d) and (d), (1)-(3) inclusively.
 2. Participant classification, i.e., dependent caregiver, divorced, separated, or widowed.
 3. Assessment types and dates.
 4. Participant Chronological Activity Log.
 5. Participant career plan.
 6. Verification of type and attendance of classroom training provided.
 7. Workshop(s)/verification of attendance and type (s) as described in NRS 388.365 2(a)-(i) inclusively.
 8. Case notes as they pertain to eligibility and enrollment, required referrals, class participation, exit date and reason, job placement and salary. If applicable.
- B. Review team will conduct staff and participant interviews onsite or by phone, as they deem necessary.