

Washington State WorkSource Information Notice (WIN)

WIN Number: 0157

WIN Title: Program Year 2025 (PY25) Workforce Monitoring Tools

Date: September 15, 2025

Expiration: N/A

Purpose:

To communicate changes to the process of providing annual monitoring tools training and to solicit feedback on the draft monitoring tools.

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

As part of the Workforce Monitoring team's commitment to annually provide guidance to the field and update the monitoring tools prior to the new monitoring cycle, they are transitioning live training sessions to a recorded format. The recorded training sessions will be posted on the Workforce Professionals Center (WPC), within the [Workforce Monitoring Tools page](#), as they are completed.

Comment period – All monitoring tools are posted to the [Workforce Monitoring Tools page](#). The Workforce Monitoring team welcomes all comments, questions, and suggestions to the draft WIOA and discretionary award monitoring tools. Please submit written comments to the [ESD Workforce Monitoring](#) inbox by close of business on September 19, 2025. Once the monitoring tools are finalized and additional recorded training modules become available, they will be posted to the WPC site. The goal is to finalize all monitoring tools by September 26, 2025.

References:

- [20 CFR 667.400](#)
- [Policy 5414, Revision 2 - Compliance Monitoring of WIOA Title I and Related Discretionary Awards](#)
- [Policy 2005 - Reemployment Services and Eligibility Assessment \(RESEA\) Monitoring](#)
- [Policy 3095 – Trade Adjustment Assistance Monitoring](#)
- [Policy 4045 - WIOA Title III Wagner-Peyser Monitoring](#)
- [Policy 1003, Revision 6 - Data Element Validation](#)

Website:

[Workforce Professionals Center - State Monitoring Tools and Recorded Trainings](#)

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Attachments:

None.