Montgomery County Workforce Development Board, MontcoWorks
Risk Assessment Policy

REVISED: This policy was revised on August 9, 2023 to remove the sample scoring sheet, allowing MontcoWorks staff to review and make necessary updates during the required informal annual evaluation of the oversight function.

PURPOSE: The purpose of this policy is to lay out the guidelines the Montgomery County Workforce Development Board, MontcoWorks, follows for risk assessment. Risk assessment is used to determine which contract service providers expose MontcoWorks to the most risk and the possibility of adverse consequences, thus informing the frequency and manner in which oversight will take place.

POLICY: At a minimum, administrative, fiscal, and programmatic oversight are conducted once per program year. Informal programmatic oversight is conducted quarterly, when appropriate. Contract service providers with medium risk are fiscally monitored biannually and those with high risk are fiscally monitored quarterly, when appropriate. Programmatic and fiscal oversight are conducted on Incumbent Worker Training contracts and other special contracts on an as-needed basis, no less than once per program year. Should a concern arise, programmatic and fiscal oversight may need to be completed more frequently on these contracts.

The type of review a contract service provider will undergo depends on the assessed level of risk of that contract service provider. Types of reviews include on-site visits, desk reviews, random sampling, surveys, and other types of appropriate activities. On-site visits are performed on contract service providers with high levels of risk, though they may be replaced with desk reviews under extenuating circumstances (such as during a pandemic or other situation where travel and in-person meetings may be considered unsafe or impractical).

Risk Assessment
The level of risk is assessed in determining the frequency and type of review each contract service provider will undergo. MontcoWorks staff uses the scoring system below to determine the level of risk. Point values are assigned to each question on the scoring system to help MontcoWorks staff classify vendors as high risk, medium risk, or low risk. This information helps MontcoWorks staff to determine how to allocate monitoring resources.

Scoring System
The scoring system is in accordance with current State and Federal guidance. A copy of the scoring system will be made available upon request.