Monthly Vendor Check-in Tool – (Vendor Name)

A. Updates from the County:

Federal, State, or County program/policy updates, new County initiatives and partnerships, etc. (This should be the same update given to all vendors)

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| * Please send start date, if haven’t already.
* All marketing/outreach materials need to be pre-approved by RC
* Review wages/stipends- make updates to participant compensation plan (if needed)
	+ Stipend Acknowledgement Form
 |

B. Contract Progress:

**ARPA LEARN & EARN (as of: )**

**Year 1 (June 2023-May 2024)**

| Enter data into blank cells **Participants** | **Planned Participants Served** | **YTD Participants Served** | **Percent of Plan** |
| --- | --- | --- | --- |
| Participants Served |  |  | Color according to level of concern |
| **Budget** | **Planned Expenditures** | **Reported Expenditures** | **Percent of Plan** |
| ARPA Learn & Earn Year 1 |  |  |  |

C. Participant File Reminder Checklist

|  |  |
| --- | --- |
| **Document/Activity** | **In File?**  |
| Participant Eligibility (can be self-attestation) |  |
| Completed Pre-Survey |  |
| Individual Development Plan |  |
| Stipend Plan/Acknowledgement |  |
| Documentation of Receipt of Support Services |  |
| Documentation of Receipt of Technology/Equipment |  |

C. Updates from the vendor:

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| *
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D. Next Steps:

The following required actions and reminders are based on the findings summarized in Section B of this form and are intended for the vendor to address within the next 30 days. Progress will be assessed by WFS ahead of next month’s check-in meeting and additional actions will be required if none is made.

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| **Required Action(s)****General Reminder(s)*** Upcoming June 29th Press Event
* Year 1 Budgets Due June 23rd
* Please share other organization contacts for planner/fiscal to work with
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