PY23 QUARTERLY NARRATIVE REPORT

Occupational Training & Child Care

This report is due October 15, January 15, April 15 and July 15. Please submit to your Worksytems Contract Manager.

|  |  |
| --- | --- |
| **Contractor Name:**  CAO | |
| **Name of Staff Completing Report:** | **Phone Number** |
| **Reporting Period:**  **Q1 (July-September)**  **Q2 (October-December)**  **Q3 (January-March)**  **Q4 (April-June)** | |

**I. Child Care Assistance**

Discuss service delivery implementation.

1. Describe successes and challenges related to service delivery of OTCC services.
2. Identify any issues related to communication with WSI staff, WorkSource staff, or partners.

**II. Performance Measures**

|  |  |  |
| --- | --- | --- |
| NDWG CAREER Measures | Goals | Progress |
| Number of participants receiving childcare assistance. | 27 |  |
| Percent of participants retaining childcare for 90 days | 87% |  |

|  |  |  |
| --- | --- | --- |
| OTCC – JP Morgan Chase Measures | Goals | Progress |
| Number of participants receiving childcare assistance. | 8 |  |
| Percent of participants retaining childcare for 90 days | 87% |  |

**III. I-Trac data collection and entry.**

1. Describe your program’s plan and strategies to ensure timely and accurate contract required I-Trac data entry.

**V. Participant Stories**

Share participant stories for each category. Please include your best practices for serving homeless and housing insecure participants. **Please submit I-Trac ID# and a Release of Information (ROI) form signed by the participant for each story submitted.** Please do not include names or other personally identifiable information.

1. Success Stories (Stories that highlight customer success and what’s working well in the program).
2. Challenging Stories (Stories that highlight customer challenges and how we can improve the program.)

**VI. Technical Assistance/Training**

Submit suggestions and requests for technical assistance, training, or subjects.

**VII. contract budget**

Using the most recent billing workbook, please complete the chart below including an explanation of any variance-positive or negative- in budget versus actual to date for each of the budget line items in comparison to an average expenditure rate in each funding source of 25% per quarter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Source | Budget | Spent YTD | % Spent | Variance from Quarterly Average |
| JP Morgan |  |  |  |  |
| Careers DWG |  |  |  |  |