

MUSCOGEE CREEK NATION JOM PROGRAM

JOM Contractors Program Compliance/Monitor Check Sheet

The Muscogee Creek Nation will conduct an Annual Contract Compliance monitoring visit to ensure that each JOM Contractor meets reporting requirements according to 25 CFR 273 JOM Regulations and applicable Oklahoma state requirements. In most cases of the items listed below, copies of the item will need to be attached to the monitoring sheet for proof of compliance. A copy of the final evaluation will be forwarded to the contractor, with copies made available to the program coordinator and IEC. Based on the findings, the monitoring instrument is only used to assure compliance and will not reflect in a dollar increase or decrease.

Date: _____ **School Site:** _____ **Funding Allocation:** _____ **Student Count:** _____

The following items are mandated by federal regulations to be submitted to the MCN JOM Program.

Received	Item	Received	Item
	a. Application (submitted by deadline, signed and dated)		f. Annual Report (Objectives achieved?)
	b. Revision (submitted with corrected amount)		g. Required assurances (Initialed by the IEC & Admin.)
	c. Bylaws (ratified within the current school year)		h. Student eligibility requirements (Transmittal/Enrollments submitted by deadline?)
	d. IEC certification form (showing IEC with HOME address)		i. FY23 budget claims (Submitted quarterly & expended by Sept. 30 th ?)
	e. Needs assessment form & results (Used to develop goals/objectives?)		j. Inventory listed with serial #, cost, purchase date & location (Recent purchases)

Additional Information/Comments:

During the Annual Program Compliance Monitor, an IEC member is required to participate and address each item listed below.

Item	Comments	Item	Comments
a. IEC meetings held regularly?		d. Agenda, minutes, staff/program report, and financial reports provided before each meeting?	
b. Elections held according to By-laws?		e. How does the IEC help with the needs assessment?	
c. Methods of advertisement of meetings?		f. What IEC trainings were attended?	

HANDBOOK

Yes	No	Item	Comments
		a. Is each IEC member provided a handbook?	
		b. Copy of JOM Federal Regulations?	
		c. Officers know their roles and responsibilities?	
		d. Oklahoma Open Meeting Act (Open to public?)	

STUDENT FILES & RECORDS

		a. Are student files maintained and secure? (Where are they kept?)	
		b. Are JOM students' grades monitored? Progress?	
		c. Where are school supplies kept?	

d. Student involvement (tutoring, cultural activities, field trips)

QUESTIONS/CONCERNS/COMMENTS

Monitor conducted by _____

Date _____

School Representative _____

IEC Officer/Member _____