

Office of College and Career Readiness
Perkins Technical Assistance Visit—Required Documentation

During the Perkins Technical Assistance Visits (TAVs) in Fiscal Year 2012, there will be two areas of documentation that are reviewed: financial and accountability/performance. The following documents, materials, and records must be gathered, organized, and available for review during the TAV.

Financial Documentation

- Accounting records (financial reports, ledgers, accounts)
- Requisitions, purchase orders, invoices, expense reports
- Payment request documentation
- Monthly time sheets
- Semi-annual time certifications
- Job descriptions
- Equipment inventory records
- Physical inventory documentation
- Consortium agreement
- Pell Grant data documentation
- Any additional financial information supporting the Perkins grant

The financial documentation must include records for the prior year (FY2011) and the current year (FY2012).

Accountability/Performance Documentation

Secondary

- List Technical Skills Assessments by program area, assessment name, and number of students taking the assessment.
- Explain the steps taken to contact all career education graduates for 5S1 Placement.
- Explain how nontraditional programs are promoted.

Postsecondary/Adult

- List Technical Skills Assessments by program area, assessment name, and number of students taking the assessment.
- Explain the steps taken to contact all career education graduates for 4P1/4A1 Placement.
- Explain how nontraditional programs are promoted.

All performance indicators and data collection elements will be discussed during the TAV.