

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Office of Program and Provider Monitoring

May 3, 2019

«First_Name» «Last_Name»
«Title»
«Company_Name»
«Address_Line_1»
«Address_Line_2»
«City», «State» «ZIP_Code»

Subject: Monitoring Notification

Dear Program Staff:

In accordance with both the Workforce Innovation and Opportunity Act, sections §121 and §129 , and with the D.C. Code, sections §32–1671 and §32–241, the Department of Employment Services' Office of Program and Provider Monitoring (OPPM) is scheduled to conduct a programmatic desk review of the federally funded program _____ for Program Year _____. The desk review will commence (**insert date**), and will allow OPPM Program Monitors to peruse and assess any administrative documents deemed relative. Additionally, the desk review will evaluate participant file folders and data entered into the Virtual One-Stop (VOS), also known as DC Networks.

Enclosed you will find the *Checklist for Desk Review Documents*. Please provide the requested materials to OPPM Monitor (**insert name**) no later than (**insert date**). Please note: all personal identifiable information (PII), which is data that could be used to distinguish one person from another; i.e., mailing addresses, email addresses, social security numbers, employee identification numbers, etc., should be submitted with an encryption or via password protected documentation.

If you have any questions or concerns, or if we can provide any further information or clarity, please do not hesitate to contact (**insert name**). You may reach (**him/her/them**) directly by sending an email to (**insert email address**) or by dialing (**insert phone number**).

Sincerely,

Mrs. Carrie Tyus-Brooks
Associate Director
Office of Program and Provider Monitoring
Department of Employment Services

Cc: (**insert appropriate Deputy/Associate Director/Chief**)