

**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 an on-site monitoring review, or site-visit, of the federally funded program \_\_\_\_\_ for Program Year \_\_\_\_\_. The on-site review will commence (insert date). This visit is a tool, an instrumental method used to better assess programmatic procedures, data management systems and reporting, service delivery of the required program elements, participant case files, and other grant agreement requirements.

The desk review documents that your organization previously submitted will guide this site-visit. Within thirty (30) days following the conclusion of the visit, OPPM monitoring staff will submit a Final Monitoring Report to your organization for your records and for your review. The Report will be an analysis of the site-visit, listing in detail any findings or recommendations.

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 Taus-Brooks  
Associate Director  
Office of Program and Provider Monitoring  
Department of Employment Services

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

