

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Entity Name

Exit Conference Memo

Federal WIOA Monitoring Period: Month #, 20## – Month ##, 20##

Federal WIOA Monitoring Dates Onsite: Month ##, 20## – Month ##, 20##

Date: _____ Time: _____

Location: _____

OPPM Team in Attendance
(Print Name)

Entity Team in Attendance
(Print Name)

I. Review the Purpose of the Exit Conference

- The Department of Employment Services (DOES), Office of Program and Provider Monitoring (OPPM) performed financial and programmatic monitoring in accordance with governing federal and District laws, rules, and regulations.
- The monitoring procedures performed adequately: 1) determine the status of recommendations from the prior year monitoring visit (if applicable); and 2) support current program year programming, findings, and recommendations.

The purpose of the exit conference is to communicate monitoring results to the entity management and to obtain management’s comments on draft findings and recommendations before the formal Final Report is issued. This is management’s opportunity to ensure that the monitoring results are fairly presented, monitoring recommendations are reasonable and feasible, and any errors or misrepresentations are corrected.

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II. Summary of Prior Year and Current Year Findings and Resolutions

- A summary of the results of OPPM’s review of the prior year’s findings is included in the table below. A new finding may be created for unresolved prior year findings.

Prior Year Findings Status			
Finding	Resolved	Unresolved	Notes
Xxx			
Xxx			
Xxx			

III. Summary of Draft Current Year Findings and Observations

- A summary of the results of OPPM’s review of the current monitoring effort is included in the table below. A new finding may be created for unresolved prior year findings.

Prior Year Findings Status	
Finding	Description / Justification
Xxx	
Xxx	
Xxx	
Xxx	
Area of Concern	Description / Justification
Xxx	
Xxx	
Xxx	
Xxx	

MANAGEMENT RESPONSE:

MANAGEMENT CONCURS

MANAGEMENT DOES NOT CONCUR

ADDITIONAL NOTES:

IV. Signatures

- Please sign below to indicate completion of the Exit Conference.

Acknowledged by: _____
(OPPM Team Lead) *(Date)*

Acknowledged by: _____
(Entity Executive Director) *(Date)*

Acknowledged by: _____
(Entity Finance Lead) *(Date)*

Acknowledged by: _____
(Entity Program Lead) *(Date)*

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