date

name and address of recipient undergoing monitoring

Dear recipient director:

The identify entity conducting monitoring will be conducting the Program Year (PY) \_\_ [onsite][desk audit][onsite and desk audit] monitoring of recipient for compliance with Section 188 of the Workforce Innovation and Opportunity Act and pursuant to identify WIGL containing monitoring processes.

An entrance meeting/call detailing the monitoring activities will be held on date and time.

Attached are electronic versions of the monitoring tools that will be used:

* General Monitoring Checklist
* ADA Accessible Design
* ADA Physical Access Checklist

Requested items must be submitted electronically to the undersigned Equal Opportunity Officer at provide email address by date due. Documents must include:

* Copies of the documents and all policies listed in the General Monitoring Checklist.
* Copies of the completed General Monitoring Checklist. The grey shaded areas within the tools contain instructions on how to complete them.

An exit meeting/call will be held to provide you with a preliminary report to identify any issues that may result in potential findings.

If you have any questions or concerns, please contact name and contact information for individual conducting the monitoring.

Respectfully,

Attachments:

General Monitoring Checklist

ADA Accessible Design

ADA Physical Access Checklist