

APPENDIX – Sample Post Visit Letter – Findings/CAP

To: Jane Plaine
Grant Program Manager
Agency for Homeless Relief

From: Joseph Dough
Program Manager
Arizona Human Services Department

Date: May 15, 2019

RE: AZHSD 012345 Agency for Homeless Relief

Dear Ms. Plaine:

Thank you for the time and assistance you provided during the Arizona Human Services Department monitoring visit on May 1, 2019. The visit provided valuable information on the status of your grant program.

Attached to this letter, please find a Corrective Action Plan (CAP) document summarizing issues requiring action on your part. Where possible, there is a suggested target date for completion and/or corrective actions that may assist in resolving the issues.

As we discussed during our site visit, we identified the following issues: two consecutive delinquent reports; insufficient child care services for parents participating in job training; and missing program goals for number of clients falling below the target for mental health screenings.

Please provide a response to the CAP by completing the enclosed chart and returning to me within 45 calendar days of receipt of this letter, but no later than July 1, 2019. Please do not hesitate to contact me at (602) 542-2468 or Joe.Dough@AZHSD.gov if you need assistance in addressing the issues identified. We are happy to work with you to identify any technical assistance needs.

Thank you again for your cooperation during my recent visit.

Sincerely,

Joseph Dough, Program Manager
Arizona Human Services Department