

Dear Provider,

I am enclosing a copy of the On-Site Monitoring forms that I will be completing when visiting your site on Friday, July 31, 2015 at 11:15am. This monitoring system has been created in hopes to become more familiar with your program, and to make sure you are in compliance with Youth Bureau and NYS Office of Children and Family services funding guidelines and are providing the service to your clients as stated in your funding application. It also is used to ensure that the Youth Bureau is doing our part in assisting you with any issues that may arise during the fiscal year.

Please take the time to review the questions on the forms so that when we do meet you are prepared to answer the questions and you will have access to the appropriate paperwork for me to review (policies/procedures, updated records/bank statements etc.). One hour should be sufficient time for our meeting, and by you reviewing these forms ahead of time, it should move along smoothly.

I appreciate the time you will be taking to meet with me. If you have any questions at all before then, please contact me at the above phone number.

Thank you,

Jessica M. Nabozny
Executive Director