

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 21, 2004

REFUGEE COORDINATOR LETTER NO. 04-12

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY MONITORING REPORTS

The purpose of this letter is to remind Refugee County Coordinators to provide the Refugee Programs Bureau (RPB) with all monitoring reports of refugee service provider agencies. These reports, along with quarterly performance reports, enable RPB to ensure that the counties and service providers are complying with federal and state requirements, and progressing steadily towards meeting the goals and objectives outlined in their County Plans.

In addition to providing the RPB with the monitoring reports, we would appreciate if you can provide us with a schedule of all remaining monitoring visits of this calendar year by May 31, 2004. This will assist us in arranging time in our schedule to occasionally accompany and assist your staff in their monitoring responsibilities.

Thank you for your assistance in this effort. Please direct all monitoring reports, schedules, and questions to Ms. Betts Smith, Manager of the Performance and Systems Unit, at (916) 654-0495 or e-mail her at Betts.Smith@dss.ca.gov.

Sincerely,

*Original signed by
Thuan Nguyen 5/21/04*

THUAN NGUYEN, Chief
Refugee Programs Bureau