

Greetings,

The Office of Head Start (OHS) provided notice of the requirement for grant recipients in receipt of [applicable funding source] to participate in improper payment reviews as specified in the Terms and Conditions Applicable to [applicable funding source] in the Notice of Award.

The Office of Head Start has contracted with [company] to complete improper payment reviews for [applicable funding source]. Soon, you will receive an email from the Office of Head Start which will include the total of all draws completed under [applicable funding and fiscal year].

You will be required to provide a detailed list of expenditures equal to the sum-total of draws made under [applicable funding source] during [date/fiscal year]. You will be provided with specific instructions on how to safely transmit such information and the format for data transmission that MUST be used. [company] will be sampling transactions from the entire population of expenditures made under [applicable funding source] during [date/fiscal year]. If expenditures from your organization are selected as part of the sample, [Company] will inform you and provide additional instructions for secure transmission of supporting documents.

Please be advised, if chosen for the improper payment review, failure to timely submit the information requested is a violation of the terms and conditions of your grant and may put your agency at risk of further sanctions per 45 C.F.R. § 75.371.

If you have any questions or concerns, please contact your assigned Program Specialist or Grants Management Specialist.

Sincerely,

[Signatory]

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering information to help the Office of Head Start (OHS) examine grant recipient use of federal funds in accordance with the Improper Payments Information Act 2002. Public reporting burden for this collection of information is estimated to average 1 hour per grant recipient, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Title 2, Code of Federal Regulations (CFR), Part 200, Subsection 300, "Statutory and National Policy Requirements" [also codified at Title 45, CFR, Part 75, Subsection 300]). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0558 and the expiration date is 11/30/2023. If you have any comments on this collection of information, please contact [contact].