



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Refugee Resettlement | 330 C Street, S.W. Washington, D.C. 20201  
www.acf.hhs.gov/programs/orr

*Please fill in highlighted text and remove instructions in red.*

MONTH DAY, 202X

Name

Position Title

Agency

Address *(spell out street, road, etc.)*

**Re: Services to Afghan Survivors Impacted by Combat, Grant Number XXX**

Dear XXX,

The Office of Refugee Resettlement/Division of Refugee Health (ORR/DRH) plans to conduct a monitoring review of your Services to Afghan Survivors Impacted by Combat (SASIC) Program in LOCATION, from DATE, to DATE. The primary purposes of this monitoring are to ensure compliance with program requirements, evaluate program performance, and identify any promising practices or technical assistance needs. The ORR monitors will be NAME and NAME.

Attached is a list of documents that ORR requires prior to the monitoring review due by DUE DATE. *Monitor discretion – typically 2 weeks prior to on-site monitoring. Recipients should have at least 30 days to submit documents.* Upon receipt of these materials, ORR may ask for additional information. Thank you in advance for your time and assistance in the monitoring process. If you have any questions, please do not hesitate to contact NAME at EMAIL or PHONE.

Sincerely,

Sara Tompkins  
Director, Division of Monitoring, Evaluation, and Learning  
Office of Refugee Resettlement



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Refugee Resettlement | 330 C Street, S.W. Washington, D.C. 20201  
www.acf.hhs.gov/programs/orr

## Pre-Monitoring Document Request

<b>Recipient</b>	<b>RECIPIENT AGENCY NAME</b>
<b>Program</b>	Services to Afghan Survivors Impacted by Combat
<b>Monitoring Dates</b>	<b>MONTH DAY-DAY, YEAR</b>
<b>Period Under Review</b>	<b>DATES</b> <i>Beginning of program period through date on notification letter</i>
<b>ORR Contact</b>	<b>NAME, EMAIL</b>
<b>Document Submission Due Date</b>	COB <b>MONTH DAY, YEAR</b> . <i>Monitor discretion – typically 2 weeks prior to on-site monitoring. Recipients should have at least 30 days to submit documents.</i>

Please submit the following documents **via email** to **EMAIL** by the date noted above:

- a) Completed *Pre-Monitoring Questionnaire* (attached);
- b) Organizational chart;
- c) Monitoring agenda (see attached template);
- d) Copies of program documents (eligibility determination form, program enrollment form, intake assessment, wellness plan, case closure letter, etc.);
- e) Copies of MOUs and/or contracts with sub-recipients/sub-contractors funded through the SASIC grant; and
- f) Staff training logs from February 16, 2023, to date of monitoring notification.

Please submit the following **via RADS** by the date noted above (ORR monitors will contact you with further instructions):

- f) A password-protected Excel file listing all cases served from **DATE** to **DATE** *Beginning of program period through date on notification letter, can be adjusted as needed*. The list of cases should include a unique identifier (e.g., case file number), sex, age, immigration status and/or category at time of enrollment, date of eligibility for Afghan Supplemental Appropriations services (i.e., date of parole or other ORR eligibility date), date of SASIC program enrollment, date of end of services (if relevant), and current case status (closed or open).