

SAMPLE LETTER for NISH AGENCY with Overall ratio below 75 percent

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CERTIFIED MAIL - P 123 456 789

Mr. John Doe
Executive Director
Rehabilitation Agency Serving
People Who are Severely Disabled
1234 Anystreet
Anytown, USA 56789

Dear Mr. Doe:

You recently submitted Committee Form 404, entitled "Annual Certification - Nonprofit Agency Serving People with Severe Disabilities," for the Fiscal Year ending September 30, 2003. Upon review of that form, it was noted that your organization failed to employ people with severe disabilities for 75 percent of the total work hours of direct labor performed in your nonprofit agency during Fiscal Year 2003. As a result, you were not in compliance with the direct labor requirement of the Javits-Wagner-O'Day (JWOD) Act.

It is understood that this condition is being corrected and that your nonprofit agency expects to meet the 75 percent direct labor ratio during Fiscal Year 2004. To enable the Committee to monitor your progress, you must submit directly to this office a copy of your quarterly report to NISH. These reports of direct labor hours must be submitted at the end of each quarter during Fiscal Year 2004 in accordance with the schedule shown below. They must reflect **CUMULATIVE** data from October 1, 2003, through the end of the period covered by each report and must reach **this office** by the 30th of the month following the end of the reporting period.

Failure to submit the above reports may result in withdrawal of the Committee's approval of your nonprofit agency as a "qualified agency for the other severely disabled," as well as your nonprofit agency's authorization to produce commodities or provide services to entities of the Government under the provisions of the JWOD Act.

It is expected that your organization will achieve the required 75 percent direct labor ratio for Fiscal Year 2004. In the event you fail to have severely disabled individuals perform at least 75 percent of the total direct labor work hours at your nonprofit agency during Fiscal Year 2004, you will be required to present a case to the Committee documenting why the Committee should not withdraw your nonprofit agency's authorization to produce commodities or provide services under the provisions of 41 U.S.C. 46-48c.

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On behalf of the current and potential employees of your organization who are severely disabled, I urge you to immediately take the steps necessary to achieve the 75 percent direct labor ratio required for continued participation in the JWOD Program.

Sincerely,

Steve Schwalb
Committee Chairman