

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



December 19, 2018

Laura Zeilinger
Director
Department of Human Services
64 New York Avenue, NE, 6th Floor
Washington, D.C. 20002

Dear Director Zeilinger:

This letter informs you that the Office of the Inspector General (OIG) plans to inspect the Department of Human Services' (DHS) Economic Security Administration (ESA). We will conduct this inspection under standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE) and the U.S. Government Accountability Office's (GAO) Standards for Internal Control in the Federal Government (Green Book).

The objectives of this inspection are to: (1) assess the administration of the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) programs; (2) assess the programs' system of internal controls, and (3) make recommendations where appropriate. The scope of this engagement will cover procedures under the direct control of DHS' ESA from January 1, 2016 to September 30, 2018.

Please provide Schiller C. Joseph, Management and Program Analyst, with the name and contact information of the person who will serve as the primary point of contact at DHS during this inspection. You can reach Mr. Joseph at 202-727-5285 or schiller.joseph@dc.gov.

To initiate this project, please provide the following information to Mr. Joseph, no later than December 31, 2018, so the team can prepare its methodology and plan:

1. ESA Policy Manual
2. DHS and ESA Organizational Charts
3. All internal policies and procedures pertaining to ESA divisions, including Program Operations, Development and Training, Monitoring and Quality Assurance, Information Systems, and any other divisions under ESA
4. Training materials provided to new and current ESA employees regarding duties and responsibilities
5. Any other documents believed to relate to this inspection.

Mr. Schiller will schedule an entrance conference for the week of December 31, 2018, with the point of contact you identify.

Thank you in advance for your cooperation, and I look forward to working with DHS in our joint efforts to improve the quality of services provided to the District.

Sincerely,



Daniel W. Lucas
Inspector General

DWL/sj

cc:

The Honorable Muriel Bowser, Mayor, District of Columbia, Attn: Betsy Cavendish (via email)

The Honorable Phil Mendelson, Chairman, Council of the District of Columbia (via email)

Mr. Rashad M. Young, City Administrator, District of Columbia (via email)

Mr. Wayne Turnage, Interim Deputy Mayor for Health and Human Services, District of Columbia (via email)

The Honorable Brandon T. Todd, Chairperson, Committee on Government Operations, Council of the District of Columbia (via email)

The Honorable Brianne K. Nadeau, Chairperson, Committee on Human Services, Council of the District of Columbia (via email)