

September 24, 2015

Andrea S. Bridgewater, Director of Operations  
Experience Works, Inc.  
4401 Wilson Blvd., Suite 1100  
Arlington, VA 22203

Carol Hanel, Program Manager  
Montana Department of Labor & Industry  
Statewide Workforce Programs & Oversight Bureau  
1315 E. Lockey, P.O. Box 1728  
Helena, MT 59624

Dear Ms. Hanel:

Please note this letter and enclosed memo as Experience Works' response to the recent fiscal monitoring report conducted by the Montana Department of Labor Industry, Workforce Services Division. That report, dated September 4, 2015, detailed an area of concern regarding Experience Works' Records Retention policy for the State Title V SCSEP Program in Montana.

Please find attached to this response, the Memo Experience Works has sent to the Montana staff, alerting them to the Records Retention Policy for all Montana State Title V programming.

It is my hope that this action will resolve your compliance concern. Thank you for your continued partnership in providing SCSEP service. If you have any further questions or concerns, please do not hesitate to contact me at (703) 682-2502.

Sincerely,



Andrea S. Bridgewater  
Director of Operations

Enclosure MT Records Retention Policy Memo

C.C. Sally A. Boofer, President and Chief Executive Officer  
Michael Myers, Montana State Program Manager