

(Refugee Case Management Agency Letterhead)

Massachusetts Refugee Resettlement Program (MRRP)

NOTICE OF CONCILIATION

TO: _____

We are starting a conciliation process because we have found that you are in non-compliance with the requirements for participation in the Massachusetts Refugee Resettlement Program's (MRRP) Employment Services. These requirements are set forth at 121 CMR 2.735, the MRRP regulations. The following is a summary of facts:

An appointment for a conciliation conference between you and your case manager has been scheduled for _____. The conference will be informal, and you will be given the opportunity to explain your actions. The conciliation process must be completed within 10 calendar days from the date of this notice. The process is described at 121 CMR 2.740.

At the conciliation conference you will have an opportunity to establish whether you meet the requirements for good cause for not participating in the program. We will discuss what you need to do to come into compliance. You have the right to have a representative as well as supervisory staff present at the conciliation conference. You have a right to appeal if you are not satisfied with the outcome of the conciliation process. You had been given a notice, "Program Participation Requirements and Procedures," during your initial intake into MRRP. Please review the requirements and procedures and ask any questions you may have at the conciliation conference.

If you fail or refuse to cooperate in the conciliation process or continue in non-compliance, your portion of Refugee Cash Assistance and/or Employment Services will be terminated. We will make every effort to resolve this matter at the conciliation conference so that no further action will be necessary.

If you have any questions about this notice, please contact your case manager.

Case Manager

Date

Telephone

Supervisor

Date