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COUNTY OF ERIE

STEFAN I. MYCHAJLIW
COMPTROLLER

February 18, 2016

Mr. Randall A. Hoak
Commissioner
Erie County Department of Senior Services
95 Franklin Street
Buffalo, New York 14202

Re: Audit of Congregate Dining Nutrition Grant

Dear Mr. Hoak:

The Erie County Comptroller's Office is commencing an audit of the Congregate Dining Nutrition Grant (Stay Fit Dining Program) for the period January 1, 2015 to December 31, 2015. This audit will include an evaluation of the nutrition and fitness services provided by the County through this program for the elderly.

The scope of our audit will include:

- Evaluating the internal controls over the administration of the Congregate Dining Program.
- Verifying compliance with regulatory mandates of the grant.
- Verifying that program recipients are receiving appropriate counseling and education.

In conjunction with our audit, we will request access to documentation necessary to evaluate the program services provided by County employees under this grant.

We will contact you next week to confirm a time and place for our entrance meeting. If there are concerns or questions, please feel free to bring them to our attention at this meeting. Thank you in advance for your assistance and cooperation.

Sincerely yours,

Scott W. Kroll
Deputy Comptroller – Audit

cc: Hon. Mark C. Poloncarz, Erie County Executive
Hon. Erie County Legislature
Robert W. Keating, Director, Budget, Management and Finance
Erie County Fiscal Stability Authority

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