

**Exhibit A**

Equal Opportunity And Non-Discrimination Monitoring

**Entrance Meeting/Entrance Conference Form**

EQUAL OPPORTUNITY AND NONDISCRIMINATION  
MONITORING

**Entrance Meeting/Entrance Conference**

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Date of Visit:

Monitor(s):

**LWIA/One-Stop/Service Provider:**

Name:

Address:

Phone:

**Representatives**

Director/Administrator:

Local EO Officer/Manager:

**Items Covered**

- Introduction
- Reason for the review
- Purpose of the review

Elements of the Review

- File Review
- Walk-through
- Employee Interview(s)
- Client Interview(s)
- Other:

- Exit Meeting/Conference to be held
- Questions?