

From: SCSEP, National - ETA <SCSEP.National@DOL.gov>

To:

Date: 10/23/2014 9:40:27 AM

Subject: Customer Satisfaction Surveys Returned As Undeliverable

Attachments: [Bad Addresses-password protected.xlsx](#)

The second wave of the participant and host agency customer satisfaction surveys were mailed on Wednesday, October 22. Any surveys that are undeliverable will be returned by the post office to the grantee return address that each grantee provided me. **Grantees must work with their sub-grantees to find new mailing addresses for any returned surveys, and must re-mail any returned survey packets to the new addresses.**

Please use the attached form to send all participant or host agency changes of address to us.

The form is password protected with Irene's last name. If you are unable to find a new address, you should indicate it on the form. We will forward this information to the mail house so the third wave of surveys are not mailed to the bad addresses. You should also correct the address information in SPARQ.

We must receive all address changes by Friday, November 14, in order for the mail house to use the correct address for the second wave of surveys. Please let us know if you have any questions.