

twenty PCA cases and the listing will be provided to unit supervisors. Dress is business casual. During the review, messages can be left for participants by calling 617-788-0161.

Arrangements have been made for a block of rooms at:

Homewood Suites by Hilton® Hartford Downtown
338 Asylum Street
Hartford, Connecticut, 06103
Tel: 1-860-524-0223 Fax: 1-860-524-0264

There are seven restaurants within a block of the hotel. A shuttle to the hotel and return to the airport is available. Rooms are available for September 8, 9, 10 and 11 at a daily lodging rate of \$103, plus all applicable taxes with \$16/night for parking. Travelers are responsible for their own reservations and should reference "BAM Group." Cancellation is due by 3:00 PM day of arrival to avoid a one night penalty.

5. **Action Required: SWA Administrators are requested to please:**

- a. Distribute this issuance to appropriate staff;
- b. Support your BAM Supervisor's or PCA staff's participation;
- c. Remind your representative to bring complete files for all twenty BAM cases sampled by the Regional Office;
- d. Ask your representative to prepare and ship an example case and reference handouts to each of your reviewing states by August 26, 2008. This will allow peers from the reviewing states to prepare for the review process, locate information within the files more easily, and understand your agency's system screen printouts. If your representative needs contact information for your peer review states, please contact David Martin at (617) 788-0161 or martin.david.j@dol.gov.

6. **Inquiries:** For further information, please contact Mr. Martin by telephone at (617) 788-0161 or by e-mail at martin.david.j@dol.gov.



Grace A. Kilbane
Regional Administrator

Enclosure

Region I BAM Group Peer Review
Wethersfield, Connecticut
September 8-12, 2008

Review Plan:

State Reviewed	Reviewer State	Reviewer State
Connecticut	Maine	New Hampshire
Massachusetts	Puerto Rico	New Hampshire
Maine	New Jersey	New York
New Hampshire	Maine	Rhode Island
New Jersey	Massachusetts	Puerto Rico
New York	Connecticut	Rhode Island
Puerto Rico	Connecticut	New York
Rhode Island	New Jersey	Massachusetts