# Maadili Financial Disclosure Communication Plan

**Communication Example Email**

To: [NE 450 filer]

CC: [Supervisor of NE 450 filer]

Subject: **450 Form Due in [# of days until filing due date] days, on [filing due date]**

Dear [Filer first name],

Our records indicate that you have not completed your 450 financial disclosure report. Your filing is due on **[filing due date].** You are required by federal regulation to submit your financial disclosure within 30 days of assuming your duties. Failure to complete your financial disclosure could result in [AMH consequences for noncompliance - for example fines or losing access to government computer].

Completing your financial disclosure helps protect you from potential ethical violations and to safeguard the integrity of the Agency for Mental Health. To submit your financial disclosure [Enter instructions to access agency online filing. Instructions in this email should be brief, with detailed instructions on completing the 450 online or via presentation].

 If you need an extension of your filing due date, it must be requested prior to **[filing due date]**by emailing [ethics team email].

If you believe you have already completed your report, [enter troubleshoot information for common errors in agency submission process].

Once you have successfully submitted your financial disclosure report [enter relevant information for next steps and confirmation].

Thank you for your commitment to ethics, and for prioritizing the completion of your financial disclosure. Your commitment to ethics safeguards the integrity of the Agency for Mental Health. If you have any questions, please feel free to contact me at [enter email address] or at [enter phone number].

Sincerely,

[Ethics official]

**AMH Plan for Reminder Delivery**

* Reminder should be sent by the Ethics official assigned to the new entrant filer.
* An initial email should be sent as soon as the ethics team learns of the new entrant filer.
* Additional emails should be sent as the due date nears.
	+ 14 Days remaining
	+ 7 Days remaining
* At 7 days remaining separately reach out to supervisor to explain the importance of employee completing financial disclosure.
* If there are no responses to emails at 6 days remaining, reach out by phone until contact occurs, and a plan is made to complete financial disclosure on time.