**Notification to Employees Regarding Whistleblower Pilot Program: Sample Email**[[1]](#footnote-1)

Dear [*Health Center Name*] (“Health Center”)Employee:

*Health Center* is committed to compliance with federal and state laws and regulations, Health Center policies and procedures and *Health Center*’s [*Standards of Conduct/Code of Conduct*], as well as to preventing and detecting any waste, fraud, or abuse, especially as it relates to federal and state health care programs.

Congress has enacted various whistleblower protection laws to encourage employees of federal grantees like *Health Center* to report fraud, waste, and abuse related to federal grants and contracts. These whistleblower protections are addressed in our [*Non-Retaliation and Whistleblower Protection Policy*].

We are sending this email to ensure that you are aware of a law that went into effect in July 2013, called the “Pilot Program for Enhancement of Contractor Employee Whistleblower Protections” (41 U.S.C. §4712). The Pilot Program applies to all employees working for federal grantees – such as a community health center like ours – as well as our subgrantees and contractors, and their subcontractors.[[2]](#footnote-2)

If you have any questions or concerns about the Pilot Program or our [*Non-retaliation and whistleblower protection*] (attached to this email for your convenience), please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The Authors of these materials include attorneys at the law firm of Feldesman Tucker Leifer Fidell LLP. The sample documents offer general guidance based on federal law and regulations and do not necessarily apply to all health centers under all facts and circumstances. Further, these materials do not replace, and are not a substitute for, legal advice from qualified legal counsel. [↑](#footnote-ref-1)
2. Authors’ note: The “Pilot Program for Enhancement of Contractor Employee Whistleblower Protections” is scheduled to end in 2017. [↑](#footnote-ref-2)