

Completing your Corrective Action Plan

What is the Corrective Action Plan (CAP)?

The CAP is your guide for adjusting your menus to meet the nutrient standards. The CAP suggests actions that can be taken to help your menus meet the requirements.

How do I complete the CAP?

1. Review your School Meals Initiative (SMI) report and CAP to identify the areas where correction is necessary.
2. Select two or more actions that will be taken for each nutrient requiring attention. If an action you would like to take is not listed, write it down in the space allotted. Note that some actions may affect more than one nutrient.
3. Collect required documentation as listed in the column next to the actions selected. If you specified an action that was not listed, find documentation that will illustrate the step taken.
4. If you have any questions, call the Public Health Nutritionist (PHN) completing your review.
5. Sign CAP and obtain additional signatures as needed. Submit CAP form and required documentation to the PHN who conducted your review by either:
 - a. Fax: (608) 267-0363
 - b. Mail: P.O. Box 7841,
Madison, WI 53707-7841

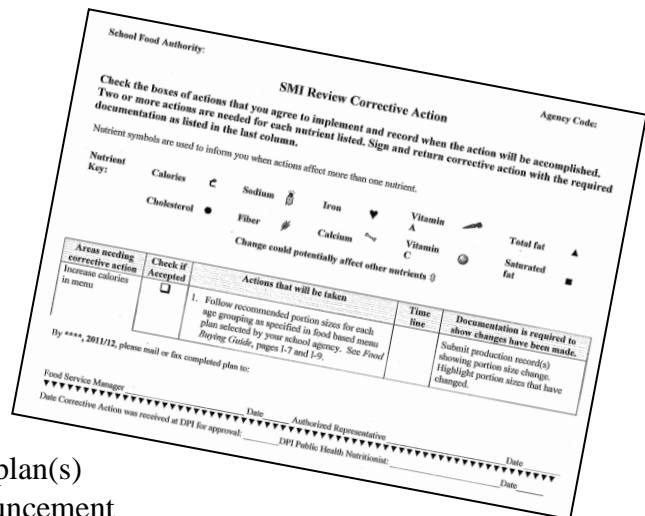
What is acceptable documentation?

Acceptable documentation may include:

- Monthly calendar menu
- Old and new recipe(s)
- Old and new Nutrition Fact label(s)
- List of product ingredients
- Production record(s)
- Salad bar or condiment record(s)
- Documentation of lesson(s) or lesson plan(s)
- Documentation of meeting(s) or announcement
- Other

What do I need to submit as part of the plan?

- A signed copy of the CAP form with actions selected and time line noted
- Documentation illustrating changes made for each area requiring attention



The form is titled "SMI Review Corrective Action" and includes instructions for the School Food Authority. It features a "Nutrient Key" with symbols for Calories, Sodium, Iron, Vitamin A, Vitamin C, Cholesterol, Fiber, Calcium, Total fat, and Saturated fat. A table section lists "Areas needing corrective action" and "Actions that will be taken" with corresponding "Time line" and "Documentation required to show changes have been made." The form also includes signature lines for the Food Service Manager and the DPI Public Health Nutritionist, along with dates for approval and completion.

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