



CACFP Corrective Action Plan

DPI USE ONLY Date CAP Approved: Consultant Initials:

Instructions:

- Complete one form for each finding identified on the *Review Findings* forms provided at the end of the review.
- Read each item below and provide a response in each box to permanently correct the finding and ensure your Corrective Action Plan is approved. Click [here](#) for a sample completed Corrective Action Plan.
- Save a copy of each Corrective Action Plan with an identifiable name.

1. Identify the Finding:**2. Finding Correction - Detail the following in the chart below:**

- A. Change in agency procedures that were made to permanently correct the finding, i.e. list steps being completed so the finding does not happen again. Be specific so someone who has never completed the steps before understands what must be done. *Do not restate the issue with assurances, e.g., "we will do the meal count sheet."*
- B. When the steps are completed, i.e. (daily, weekly, monthly, annually)
- C. Staff responsible for the procedures/steps listed in #2A. Identify position(s)/title(s) of staff
- D. Monitoring: How steps listed in #2A will be monitored to ensure they are conducted, identify staff responsible for monitoring (position(s)/title(s) of staff)

A. Change in agency procedure - Detail steps being completed	B. When steps are completed	C. Staff responsible for steps
D. Monitoring		

3. Maintaining Records: Explain where records are maintained on file.
4. Implementation: When will the procedures/steps to correct the finding begin? *Provide a specific date. Do not state "immediately" or "moving forward."***5. Training:** If it is required to train staff on new procedures/steps, provide date of training, attendees, topics covered, and resources used. If not applicable, write N/A.
6. Resources / Support Documentation: If requested as part of corrective action, identify additional documentation submitted to support the finding correction, i.e. menus, receipts, handbooks, etc. Submit this information as a separate document. If not applicable, write N/A.