



CACFP Corrective Action Plan ~ SAMPLE

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.
- Save a copy of each Corrective Action Plan with an identifiable name.

1. Identify the Finding:

Meals served did not meet the CACFP meal pattern requirements.

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
<ol style="list-style-type: none"> 1. New cook, Angie, was hired. 2. Menus and production records are created for the following month using the CACFP meal pattern charts and DPI Menu Checklist from GM 12. 3. Menus/production records are reviewed for compliance. 4. Menus, production records and meal support documentation (product labels, CN labels, PFS, recipes) are reviewed prior to the claim being submitted. Meals not in compliance with CACFP meal pattern requirements will not be claimed. 	<ol style="list-style-type: none"> 1. June 3, 202X 2. By the 15th of the month 3. By the 20th of the month 4. When compiling claim for previous month 	<ol style="list-style-type: none"> 1. Director 2. Angie, Cook 3. Sally, Director 4. Sally, Director and Dominic, Center Administrator
<p>D. Monitoring The Center Administrator, Dominic, will review the monthly menu after it has been checked by the director on the 20th, before it is posted the next month.</p>		

3. Maintaining Records: Explain where records are maintained on file.

Menus are posted at the entrance and in kitchen. Menus/production records are kept on file with claim documentation in the CACFP binder kept in the director's office.

4. Implementation: When will the procedures/steps to correct the finding begin? *Provide a specific date. Do not state "immediately" or "moving forward."*

June 3, 202X

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.

The director, Sally, trained the new cook on the CACFP meal pattern, and how to create menus and complete production records on June 3, 202X. Angie also read through GM 12, the DPI Menu Checklist, and watched E-Learning Course lessons: CACFP Meal Pattern (1-18 years) and Production Records.

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.

1) Cook's training documentation. 2) June menus and production records to demonstrate compliance with meeting meal pattern requirements.