

CACFP Corrective Action Plan (Noncompliance)

Complete each section. Please refer to the notice from QCC for details of the finding(s). If you have more than 3 findings, print this form again. Submit to your QCC Program Coordinator by email or fax at 404-941-2939.

Provider/Program:					
Name of Person Completing Plan: (Print)					
	WHAT process and/or procedures will be implemented to correct the findings? (Detail)	WHO is/are responsible for implementing and complying with the process and/or procedures? (Name and Title)	HOW will the program ensure that the processes and/or procedures are followed consistently in order to prevent future findings? (Detail)	WHEN will the process and/or procedure be implemented? (Specific date)	WHERE will the corrective action plan documentation be retained/ stored/ filed
1.					
2.					
3.					

I certify that menus and attendance will be maintained at point-of-service. **I will attend the next Fiscal Year Rules and Regulations workshop to be held between September and October.**

Signature _____

Date _____

OFFICE ONLY - RECEIVED: _____

Revised 8/2016

EXAMPLE

Finding: Inadequate milk receipts to justify quantities served. Milk purchases did not support the number of breakfast and lunch meals served and claimed. The center purchased 194.2 gallons, when 211.1 were needed.

Corrective Action:

	What process and/or procedures will be implemented to correct the findings? (Detail)	Who is/are responsible for implementing and complying with the process and/or procedures? (Name and Title)	How will the program ensure that the processes and/or procedures are followed consistently in order to prevent future findings? (Detail)	When will the process and/or procedure be implemented? (Specific date)	Where will the corrective action plan documentation be retained/ stored/ filed
1.	Director will review the milk audit each day in Minute Menu to ensure there are no shortages of milk day. If there doesn't appear to be enough milk for the next day, the cook or director will purchase enough milk before serving the breakfast the next day.	John Smith, director Joanna Smith, cook	Receipts and milk purchases will be entered into Minute Menu on the day of purchase. Receipts will be properly copied and stored. Before a claim is submitted, the food receipts will be audited.	12/7/2016	This plan will be stored in my CACFP binder manual. Copies of receipts will be stored with monthly claim files.