

## CACFP Corrective Action Plan (Serious Deficiency)

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)					
	<b>WHAT</b> process and/or procedures will be implemented to correct the findings? (Detail)	<b>WHO</b> is/are responsible for implementing and complying with the process and/or procedures? (Name and Title)	<b>HOW</b> will the program ensure that the processes and/or procedures are followed consistently in order to prevent future findings? (Detail)	<b>WHEN</b> will the process and/or procedure be implemented? (Specific date)	<b>WHERE</b> 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. **This serious deficiency will remain fully and permanently corrected.** I will attend the next Fiscal Year Rules and Regulations workshop to be held between September and October.

Signature

DOB (REQUIRED)

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:

	<b>What</b> process and/or procedures will be implemented to correct the findings? (Detail)	<b>Who</b> is/are responsible for implementing and complying with the process and/or procedures? (Name and Title)	<b>How</b> will the program ensure that the processes and/or procedures are followed consistently in order to prevent future findings? (Detail)	<b>When</b> will the process and/or procedure be implemented? (Specific date)	<b>Where</b> 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.