

Corrective Action Plans

If during your CACFP review, your DPI Consultant identifies any findings that need to be addressed, you will be required to respond with a Corrective Action Plan. Below are four sample responses to possible findings.

Reminders:

- Preferably on your agency letterhead or blank document, include your agreement number, agency name and contact information, in addition to the corrective action responses
- Corrective action must permanently and completely correct the problem(s)
- Responses should include a procedure that provides:
 - ✓ How to do something
 - ✓ Who will be doing the procedure
 - ✓ When the procedure will be done (daily, weekly, monthly, annually)
 - ✓ Edit-checks
 - ✓ Implementation date
 - ✓ Where records will be kept

Definitions:

Finding: an issue identified during the CACFP review that needs to be corrected.

Corrective Action Plan: a response to a finding. *Examples:* steps your agency will implement, tasks you will complete, webcasts you will watch, etc. to ensure that your agency will not receive a “finding” for a specific issue in the future.

Sample Corrective Action Plan Responses

Meal/Snack Count Records - Missing

- ❖ The teachers in each classroom will be responsible for recording meal counts at the time-of-service.
- ❖ At the time of the meal service, the teacher in each classroom will count the number of children that received a reimbursable meal and record that number on the *Daily Participation Record*.
- ❖ On a weekly basis, the director will go into each classroom and conduct a random check that meal counts are being recorded properly. If the director finds a meal and/or snack(s) that was not recorded while the meal was served or

immediately thereafter, the director will take the responsibility of recording a “zero” count for those respective meals.

- ❖ At the end of the month, the assistant director will tally the total number of meals and snacks served for the month and will turn into the director. The director will double-check the totals calculated by the assistant director.
- ❖ Any errors will be reviewed with the assistant director.

HSIR- Not on File

- ❖ The assistant director is responsible for completing and maintaining the Household Size-Income Record (HSIR).
- ❖ Each month, the assistant director will use the attendance records to ensure only children that are enrolled at our center and that have attended at least once during the month will be counted as enrolled in our center. We will enter their need category (F, R, or N) based on their approved Household Size-Income Statement (HSIS).
- ❖ As new children are enrolled, they will be added to the HSIR. As children are dropped from our center, we will keep them on our HSIR for the remainder of the fiscal year, but we will no longer place an F, R, or N for those months.
- ❖ At the end of each month, the director will conduct an edit-check to confirm the accuracy of the HSIR, using the attendance records, enrollment policy and HSIS’s on file.
- ❖ Any errors will be corrected and reviewed with the assistant director.

HSIS- Incorrectly determined

- ❖ The director is responsible for verifying and determining the HSIS’s and will be the determining official (DO).
- ❖ When a HSIS is received by parent/guardian, the DO will make sure that the statement is complete per GM #1C, if something is missing/incorrect the household will be contacted to clarify the information. Any information that is added (other than the signature or date of parent/guardian signature) will be initialed and dated by the DO.
- ❖ The DO will indicate if the HSIS is determined based on categorical eligibility (case number) or household size and income and will initial and date the application within the “For Center Use Only” Box.

- ❖ The assistant director will conduct an edit-check to confirm that the HSIS was correctly determined per GM #1C and that the “For Center Use Only” Box indicates the eligibility and the DO has initialed and dated.

Production Records – CN labeled products not purchased

- ❖ The cook will be responsible for obtaining and keeping CN labels or product analysis sheets on file for any commercially-prepared combination food items we serve.
- ❖ We will use them to ensure that these food items contain the proper amounts of meat and bread/grain in order to be credited as a meat/meat alternate or bread/grain.
- ❖ Until a CN label or product analysis sheet is on file for the combination food items, we will either:
 - provide another meat/meat alternate and/or bread/grain to meet the whole meat/meat alternate and bread/grain requirement with the combination food items served as an “extra”
- OR**
- we will remove the combination food item from the menu until a CN label or product analysis sheet is on file
- ❖ At the beginning of each month the director will double-check that all combination food items on the menu for that month have either a CN label or a product analysis sheet on file before serving.
- ❖ The meatballs are now homemade since we could not obtain a CN label for the store-bought ones.
- ❖ The pizza was taken off the menu, because we could not obtain the CN label.
- ❖ Enclosed are the CN labels for the chicken nuggets, fish sticks and corn dogs.