

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Amber Wheeler

Subrecipient: Chichester School District

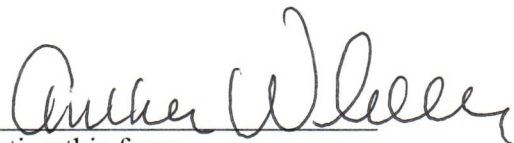
Action Item: Provide a copy of the federally compliant time and effort document to be used across all programs, as well as, ensure that the procedure is being utilized and time and effort forms are collected.

Description: The new implemented forms should be implemented and signed by all employees paid in the activities Title I and Title II as mentioned in the findings.

Date: 10/27/21

Please check the box that most appropriately matches the District's status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

Amber Wheeler  2/3/22
Name of person completing this form Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

The district has completed the time and effort forms that were outstanding. The district is currently working on revising the written procedure originally submitted to the DOE as it requires extra details. The procedure will also be added to the grant policy handbook

Corrective Action Plan Update or other explanation as necessary, (status date: 04/ 1/ /22)

If option (3) is selected, please explain how this was implemented in the space below:

Please return to the Bureau of Federal Compliance within 30 days of receipt.

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