

Summer Food Service Program Non-Compliance -Corrective Action Plan

Please provide a description of the procedure that would be used by the sponsor if a site needs to write a Corrective Action Plan due to a failure to comply with SFSP Regulations. You will want to make sure you include in your procedure that you will cover the Who, What, When, Why & How the corrective action will be written.

Developing a Corrective Action Plan Template

(On Letterhead)

Corrective Action Taken: What, Who, How, When, Where

<p><u>What:</u> the processes and procedures implemented to correct the finding?</p>	
<p><u>Who:</u> is responsible (position title) for implementing the process and internal controls?</p>	
<p><u>How:</u> will the facility ensure the processes and procedures are followed consistently to</p>	

<u>prevent recurrence?</u>	
<u>When:</u> will the <u>processes and procedures be implemented and at what frequency?</u>	
<u>Where:</u> will the <u>documentation be retained?</u>	

Signature of Sponsor Representative

Date

Signature of Sponsor Representative

Date

Please also include in your letter (on Letterhead): If applicable

1. Actions to be taken to avoid any future late claim submission from the same or other causes if applicable;
2. A statement that the SAU/RA understands that the one-time exception is only available once in a 36-month period for each Child Nutrition Program for circumstances within its control if applicable; and
3. A signature of the SAU/RA’s designated official or other senior level official as specified by the SA.
4. Documentation must be kept for three plus the current year.

This institution is an equal opportunity provider.