

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Chris Roy

Subrecipient: Stoddard School District

Action Item: Finding #01

Description: Time and Effort Documentation

Date: October 20 2021

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):

Christopher Roy
Name of person completing this form

10/20/2021
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:

See attached

Corrective Action Plan Update or other explanation as necessary, (status date: 4 / 1 / 21)

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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Option 1- Partially Implemented

- The district has implemented changes to our time and effort documentation to ensure compliance. The revised documentation includes the following:
 - Grant
 - Employee Name
 - Period of Performance
 - Employee Signature & Date
 - Supervisor Signature & Date
 - Certifying Statement
- The district is now keeping time and effort documentation for all activities.
- The district is retroactively coming into compliance by having the employees paid within the activities in question being sent the revised time and effort document to sign and will then be e-mailed to the NHDOE.
- The district will develop a written time and effort procedure in accordance with 2 CFR Part 200 by the required completion date of April 1, 2022. A copy will be e-mailed to the NHDOE once completed.