

**NHDOE Federal Funds Monitoring  
Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

**Subrecipient contact:** Kristie LaPlante

**Subrecipient:** Wilton-Lyndeborough School District/SAU 63

**Action Item:** # 1

**Description:** Update Policies and Procedures

**Date:** November 3, 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):

Kristie LaPlante  
Name of person completing this form

11/3/2021  
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:

Policy Committee reviewed these policies at their October 19, 2021 meeting and ensuring our policies are accurate.  
Anticipate complete review and approval by January 31, 2022.

Corrective Action Plan Update or other explanation as necessary, (status date: 1/31/22)

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

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

**NHDOE Federal Funds Monitoring  
Corrective Action Plan**

*(Use a separate form for each Corrective Action Item)*

Subrecipient contact: Kristie LaPlante

Subrecipient: Wilton-Lyndeborough School District / SA# 63

Action Item: #2

Description: Time and Effort Reporting

Date: November 3, 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):

Kristie LaPlante  
Name of person completing this form

11/3/2021  
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:

Records review in process to ensure timesheets for Federal Grants is consistent and older timesheet versions are removed from circulation

Corrective Action Plan Update or other explanation as necessary, (status date: 11/30/21)

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.***

**NHDOE Federal Funds Monitoring  
Corrective Action Plan**  
*(Use a separate form for each Corrective Action Item)*

**Subrecipient contact:** Kristic Laplante

**Subrecipient:** Wilton-Lyndeborough School District/STAN 63

**Action Item:** #3

**Description:** Purchase Threshold/Procurement Policy compliance

**Date:** November 3, 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):

Kristic Laplante  
Name of person completing this form

11/3/2021  
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:

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

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

Policy is in place, however was not followed at the time of the grant.  
School Board has reviewed the Federal Fiscal Monitoring Report and understands the importance of ensuring this policy is followed.

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