

NHDOE Federal Funds Monitoring
Corrective Action Plan

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Kate O'Connor

Subrecipient: Winnisquam Regional School District

Action Item: Time and Effort

Description: Time and effort was incomplete, missing information or not documented

Date: Oct 2020 (audit)

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):

Kate O'Connor
Name of person completing this form

10/4/21
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:

We are using the forms for semi-certification, Personnel Action Reports and spreads received from the state. We use Time Clock Plus for all hourly employees which states their grant position and is attached to their grant account. We use PandaDoc for all full-day grant PD with grant account number, names of participant, activity and date. I will be attending training

Corrective Action Plan Update or other explanation as necessary, (status date: / /) on a written procedure, which is why we are only partially implemented.
we also have all contracts now noted as grant funded where necessary.

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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