

Montana Department of Public Health & Human Services	Policy
	MT CACFP 2005-10 Rev 4
	Section: All Institutions
Child and Adult Care Food Program	Subject: Corrective Action Not Associated with a Serious Deficiency
	Date Revised: 10/1/2013

### CORRECTIVE ACTION NOT ASSOCIATED WITH A SERIOUS DEFICIENCY

This policy is about corrective action issued by the State agency or a sponsoring organization (Sponsor) to a participating institution to correct their CACFP operations or to achieve compliance with CACFP requirements. This corrective action is not associated with a serious deficiency determination.

1. When the State agency or a Sponsor issues corrective action to an institution, this corrective action must be documented in writing to the institution and a copy of the documentation placed in the institution's file. This documentation includes a brief description of the correction and the date by when the correction must be completed. For day care home providers these corrective actions are usually written on the *Sponsor Monitoring Form* but may be in other written format. For all other institutions, these corrective actions are documented in a *Corrective Action Plan*.
2. For day care home providers, the decision to issue corrective action to a Provider is made by the Sponsor monitor and/or Sponsor supervisors. For all other institutions, the decision to issue corrective action is made by State agency staff.
3. For day care home providers, the timeframe for a Provider to complete the corrective action is usually by the next monitoring visit. At the Sponsor's discretion, this timeframe may be shorter or longer, but no more than 12 months may pass. For all other institutions, the timeframe allowed for completion of the corrective action is 30 days. At the State agency's discretion, this time frame may be shorter or longer, but no more than 90 days may pass.
4. For day care home providers, corrective action responses are usually written on the *Sponsor Monitoring Form* but may be in other written format. For all other institutions, the *Corrective Action Plan* responses are usually written in the space provided on the *Corrective Action Plan* provided by the State agency but may also be in other written format.
5. For Sponsors issuing corrective action to day care home providers, corrective actions of the type described in this policy are not required to be reported to the State agency. However, documentation of all corrective actions issued must be made available to the State agency or to other program authorities, such as during a review.
6. For corrective actions associated with a serious deficiency, refer to policy MT 2003-1 Rev 6, Serious Deficiency Determinations.