Virginia Department of Education

Office of Career, Technical, and Adult Education

# Directions for Completing a Corrective Action Plan

A *Corrective Action Plan* (CAP) is a document that describes the steps and actions that are taken by the local or regional adult education program (the program) to correct findings of noncompliancedelineated in the *Report of Findings* (ROF)that is sent to programs as a result of a federal monitoring site visit. A CAP is sent as an attachment to the ROF. All corrective action should be completed within one year of receipt of the ROF unless a mutually agreed upon decision to extend the completion date is reached. Technical assistance in developing, implementing, or evaluating a CAP may be obtained by contacting [george.bailey@doe.virginia.gov](mailto:george.bailey@doe.virginia.gov).

## The CAP Process: Drafting through Completion

1. Review the ROF

* The program reviews the findings of noncompliance in the ROF.
* The program establishes strategies of implementation, evidence of progress or completion that will be submitted to the Virginia Department of Education (VDOE) for review, and associated timelines for the completion of each corrective action.

1. Submit CAP:
   * Within 30 calendar days from the date of the ROF, the program submits to the VDOE the updated CAP indicating strategies and timelines for the completion of each required corrective action.
   * The VDOE reviews the CAP draft and may request additional information. If so, the information should be submitted within seven calendar days following notification.
2. Submit Signature Page:

* Once the CAP is reviewed and accepted, the VDOE sends the fiscal agent (school division superintendent, community college president, or executive director) and the program manager a final copy of the CAP along with a signature page that the fiscal agent will sign, date, and return.
* Submit the finalized CAP as a PDF email attachment with signature page within 60 calendar days from the date of the ROF to [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov).

1. Begin Corrective Actions:

* The program begins the process of implementing the corrective actions within the timelines that are identified in the CAP.
  + The program sends supporting evidence as identified by the CAP for each corrective action completed, clearly indicating which finding of noncompliance the supporting evidence submitted is intended to address.
  + The VDOE works closely with the program to determine whether the evidence is sufficient and the corrective action is complete.

1. Communicate Regularly with the VDOE:
   * The program manager communicates with the VDOE on a regular basis about progress toward completion of the CAP.
   * Periodically, the VDOE will provide a monitoring status report to the program and may request updates and progress reports from the program on its corrective actions.

When the required corrective actions for the findings on the CAP have been completed and approved, the VDOE issues a *Letter of Closure* to the school division superintendent, community college president, or executive director with a copy to the program manager.