

May 20, 2022

[State Agency Contact], [Position]  
[State Agency Name]  
[State Agency Address]  
[State Agency City, State, Zip]

Re: ABC-DEF Daycare Center Corrective Action Plan, CNIPS: xxxxx-CACFP-xx-xx-xx

Diane Smith, Owner, DOB: 11/6/59  
Carl Jones, Center Director, DOB: 6/23/73

Dear [State Agency Contact]:

This letter serves as our corrective action plan required by the Notice of Serious Deficiency we received on May 1, 2022.

**Serious Deficiency:** Incomplete Enrollment Records

ABC-DEF Daycare Center has changed its procedures in order to ensure that complete and current enrollment records are on file for each enrolled child. Within one week of a child's enrollment in the center, the parent must have returned a complete enrollment form to the center. Assistant Director Shana Franklin will review each new child's folder at the end of the first week to ensure that the form has been completed. If a complete and correct enrollment form is not on file, Ms. Franklin will issue the child's parent or guardian a notice stating that the form must be submitted or an administrative charge will be added to their account.

Ms. Franklin is responsible for ensuring that all required records are in the child's folder within three weeks of the child's enrollment in the center. Center Director Carl Jones will review the records of newly enrolled children monthly to ensure that all enrollment records are complete and current. Carl Jones trained Ms. Franklin on this new procedure on May 16, 2022. Additionally, on May 16, 2022, this procedure was added to the ABCDEF Daycare Center Administrative Procedures Manual that is provided to all employees. On May 18, 2022, a notice was sent home with all parents notifying them that this procedure has been implemented and will also apply to renewals each September. On May 22, 2022, Mr. Carl Jones verified that all currently enrolled children have complete and current enrollment records on file.

**Serious Deficiency:** Household Eligibility Applications Incomplete or Incorrectly Categorized

ABC-DEF Daycare Center has implemented a new procedure regarding review and approval of applications for free and reduced-price meals:

Within one week of a child's enrollment in the center, the parent must have returned a household eligibility application. Assistant Director Shana Franklin will review each new child's folder at the end of the first week to ensure that the form has been received. If the parent does not wish to complete a household application for free or reduced-price meals, Ms. Franklin will make a note in the child's folder that the parent does not wish to complete the application and then this child will be classified as "paid." At the end of each week, Ms. Franklin will review the applications for completeness. If required information is missing from the form, Ms. Franklin will contact the parent to correct the form.

Ms. Franklin will review all completed free and reduced-price meal applications, and mark the appropriate category, free, reduced or paid. Ms. Franklin will then place the applications in the appropriate box of Center Director Carl Jones for second party review. Mr. Jones will verify whether the application is complete and correctly classified, then will sign and date the application and update the master roster. Mr. Jones will conduct spot checks monthly of children's files to ensure that all documentation is complete and current.

On May 16, 2022, Mr. Jones trained Ms. Franklin on the new procedure. Additionally, on May 16, 2022, this procedure was added to the ABC-DEF Daycare Center administrative Procedures Manual that is provided to all employees.

On May 22, 2022, Center Director Carl Jones verified that all currently enrolled children are correctly categorized in the Master Roster as verified from the household applications. The procedures described above and the amendments to the ABC-DEF Daycare Center Administrative Procedures Manual were presented to the Board of Directors for vote on June 1, 2022, and were approved by the Board. Please find attached the following supporting documents:

- a) Copy of the training agenda held on May 16, 2022 between Mr. Jones and Ms. Franklin;
- b) Copy of the updated ABC-DEF Daycare Center Administrative Procedures Manual containing the revised procedures for enrollment records and household applications; and
- c) Copy of the ABC-DEF Daycare Center's Board of Director minutes from the June 1, 2022 meeting approving the procedures and updates to the ABC-DEF Daycare Center Administrative Procedures Manual.

Sincerely,

*[Signature of responsible principle(s)]*

Diane Smith, Owner  
Carl Jones, Center Director

Attachments: ABC-DEF Daycare Center Administrative Procedures Manual  
May 16, 2022 Training agenda