

Corrective Action Plan Guidance

1. Brief Description of Audit Finding

This section should include a brief description of the audit finding in complete paragraph form, including the applicable audit period.

2. Brief Description of Corrective Action

This section should include in complete paragraph form, your agency's plan of action to correct the finding, and a clear concise explanation of the changes the agency will make to ensure that the questioned costs and/or noncompliance citations will not recur.

3. Anticipated Completion Date for Corrective Action

This section should indicate the specific date (mm/dd/yy) when your agency expects to complete or has completed the corrective action.

4. Agency Contact Person

This section should include the name, job title, complete mailing address (including zip code), phone number (including area code), and e-mail address of the person responsible for following up on the implementation of your agency's corrective action plan