

**New Jersey Department of Education
Collaborative Federal Desk Monitoring (CFDM)
Corrective Action Plan (CAP)**

LEA Name: _____
Contact Person _____

District Code: _____
Email Address: _____

Directions:

Review “Required Actions” as indicated in the CFDM report. Complete all “Required Actions”.

Once completed, upload this CAP document and any applicable documentation to the CDFM Portal in [Homeroom](#). Click on “Corrective Action Plans” from the dropdown menu.

If additional rows are needed, place curser on the last row, on the outside of the table, then press enter.

Federal Grant and Finding Number	Corrective Action taken to resolve finding (including Board approval, if applicable)	Individual(s) Responsible for Implementation	Completion Date of Implementation	Document(s) uploaded to Homeroom
Title I-A, Finding 1	Updated parent & family engagement Policy District Policy 2415.04	Robert Preston	8/16/21	To be approved at 8/25/2021 Board meeting
Title I-A, Finding 2	Updated school level compacts	Amy Masso, Robert Preston	8/16/21	Building level parent compacts
Title I-A, Finding 3	Title I, Part A Parents Right to-Know letter to be distributed to all families at the start of the 2021-22 SY (September)	Amy Masso, Robert Preston	8/16/21	Building level Parent Right-to-Know letters
Title I-A, Finding 4	Parents Right-to-Know letter for Language Instruction to be distributed to all families at the start of the 2021-22 SY (September)	Amy Masso, Robert Preston	8/16/21	Parents Right-to-Know letter for Language Instruction
Title III Program, Finding 1	Updated district policy 2423 regarding Bilingual and ESL Education	Robert Preston	8/16/21	To be approved at 8/25/2021 Board meeting
Title III Immigrant Program, Finding 1	(evidence of ID & tracking of immigrant ELLs)	Amy Masso, Robert Preston	8/16/21	To be approved at 8/25/2021 Board meeting
ESSER, Finding 1	Purchasing Manual created and distribute to all pertinent stakeholders. An annual procurement review with all stakeholders will be held during the opening of the new year budget.	Lisa Ridgway	8/16/21	Purchasing Manual
CRF, Finding 1	Purchasing Manual created and distribute to all pertinent stakeholders. An annual procurement review with all stakeholders will be held during the opening of the new year budget.	Lisa Ridgway	8/16/21	Purchasing Manual

Chief School Administrator

Date

Board Secretary/Business Administrator

Date

