

Corrective Action Plan (CAP) Checklist

(Based on 2023 Title IV Audit Guide – Sections D.5 and D.6-5)

✓ General Requirements:

- Prepare CAP on Institution's official letterhead
- Include document title: Corrective Action Plan
- CAP must be signed and dated by the responsible official (signing official).
 - Note:** *We recommend a "wet" signature or digital version of your "wet" signature, as we have seen the verified digital signatures rejected.*
- Include the official's title, telephone number, and email address.

✓ For Each Finding:

- Address each finding using the auditor's assigned number from the Schedule of Findings and Questioned Costs in your report.
- Include a summary of the finding and recommendation. You might consider utilizing wording from the *Condition, Cause or Effect* in your audit report.
- Include a Statement of Concurrence or Non-Concurrence with the finding.
 - If the Institution does not agree, explain why and provide specific reasons.
- Include Actions Taken or Planned:
 - Actions Taken to correct the deficiency: Clearly describe steps already taken.
 - Actions Planned to correct the deficiency (if correction is not yet complete): List specific actions **and anticipated completion dates**.
 - If no corrective action is needed, state explicitly and provide a clear explanation.

✓ Final Certification:

- Review to ensure all findings are addressed individually.
- Confirm all planned actions have realistic and supportable timelines.
- Double-check for official's signature and complete contact information.
- Submit the CAP with the audit reporting package.

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Example from the Audit Guide:

D.6-5 Corrective Action Plan [On Auditee’s Letterhead]

Corrective Action Plan

Finding 202X-001: Include a summary of the finding and recommendation.

Comments on Finding and Recommendation(s): Provide a statement of concurrence or non-concurrence with an explanation and specific reason.

Actions Taken or Planned: Describe actions taken or planned with anticipated completion date.

Signature of School Official
Title
Telephone:
Email:

Date