



CONTRACT CORRECTIVE ACTION PLAN (CAP) RESPONSE FORM

Instructions: (1) Use only one grid per unmet performance measure. (2) Ensure that your CAP is Specific, Measurable, Attainable, Reasonable, and Time sensitive (SMART). (3) Ensure that each box is complete, including the signature of the Program Administrator. (4) Return the completed form(s) to your Contract Administrator by fax or email in a pdf format. (5) For additional grids, cut and paste the last grid to the end of the document.

Name and Address of Facility	Contract Number: SSA/OOS-XX-XXX
Date of Performance Report	Contract Administrator:
Name of Program Administrator or Designee:	Signature of Program Administrator or Designee: <div style="text-align: right;">Date:</div>

Unmet Contract Deliverable (contract section and summary)	Plan of Correction (Include a step-by step plan (action steps using SMART) to correct the specific unmet deliverable, as well as a plan to ensure that the deficiency/violation does not recur.)	Target Date	Person Responsible	CAP Accepted? <u>Contracts and Monitoring USE ONLY</u>
<p>The Contractor –failed to comply with its Contract obligations during the _____ Physical Plant inspection as indicated in the attached Monitoring Report.</p> <p>The Contractor hereby warrants that: (c) It shall comply with all applicable federal, State and local governmental laws, regulations and standards applicable to its activities and obligations under this Contract, as amended.</p>	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: Administrator Initials:

Dispute of the Unmet Contract Deliverable

This section may be used by providers to document disagreement related to the aforementioned Unmet Contract Deliverable. In the event that your organization disagrees with the citation, please provide an explanation below and attach associated supporting documentation.

Click here to enter text.

For Contracts and Monitoring Use Only.

CAP Approved CAP Closed CAP Not Accepted Disagreement Upheld Disagreement Not Upheld

Comment: