

## AFC/HFA SAMPLE CORRECTIVE ACTION PLAN

A corrective action plan (CAP) must identify:

- How compliance with each rule violation will be achieved
- Timeframes for completion/implementation of correction of each violation
- How continuing compliance will be maintained once achieved
- Who is responsible for implementing corrective action for each violation

CAP must be dated and signed by Licensee, Licensee Designee, or for HFA only, Authorized Representative

**Facility Name:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

Rule #	Describe violation:	
Corrective action:		Date Achieved/Implemented:
How maintained:		Person Responsible:
Rule #	Describe violation:	
Corrective action:		Date Achieved/Implemented:
How maintained:		Person Responsible:
Rule #	Describe violation:	
Corrective action:		Date Achieved/Implemented:
How maintained:		Person Responsible:
Rule #	Describe violation:	
Corrective action:		Date Achieved/Implemented:
How maintained:		Person Responsible:
Signature of Licensee/Licensee Designee, or for HFA only, Authorized Representative:		Date of Signature: