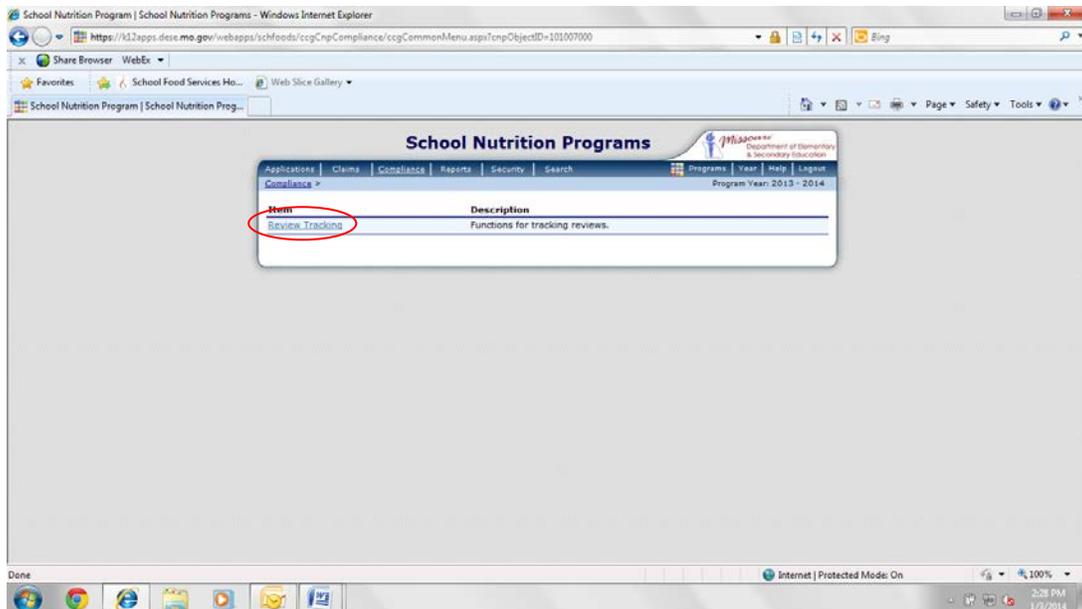


How to Respond to your Corrective Action Document

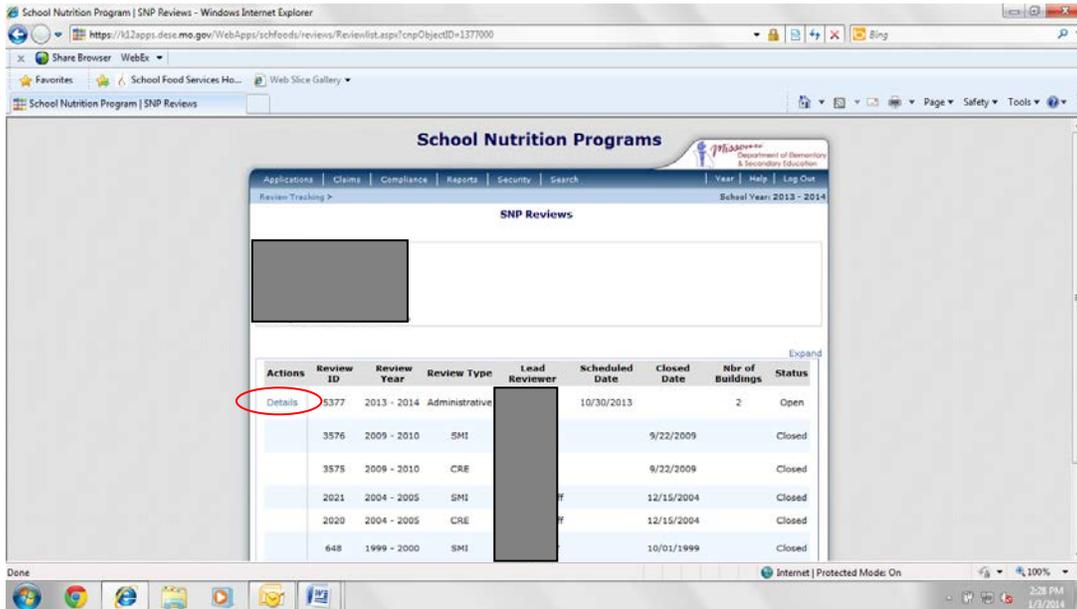
In order to respond to your Corrective Action Document (CAD) from your Administrative Review, you will have to go to the same place where you completed the off-site assessment forms prior to the review. First, log in to DESE Web Applications on the DESE website [Food and Nutrition Services Homepage](#) and click on Compliance.



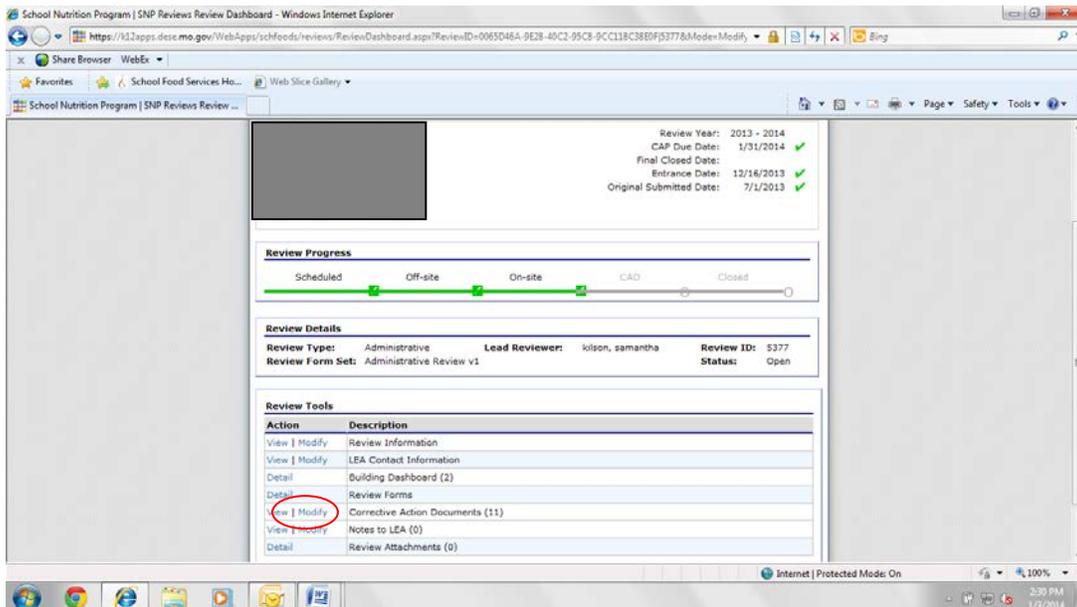
Click Review Tracking.



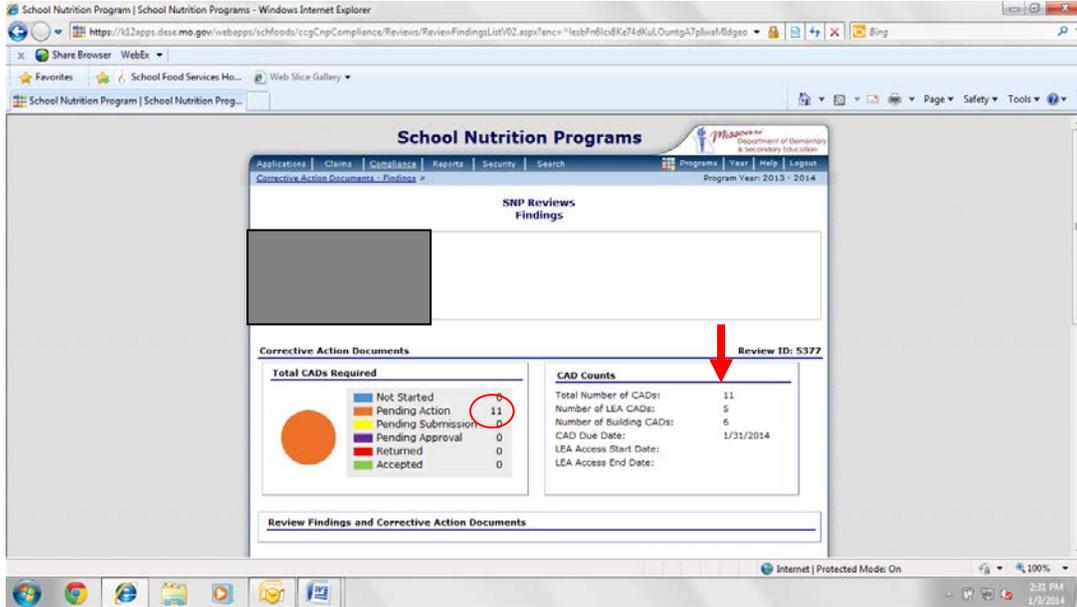
Click on Details next to the review year for which you are completing the Corrective Action Document.



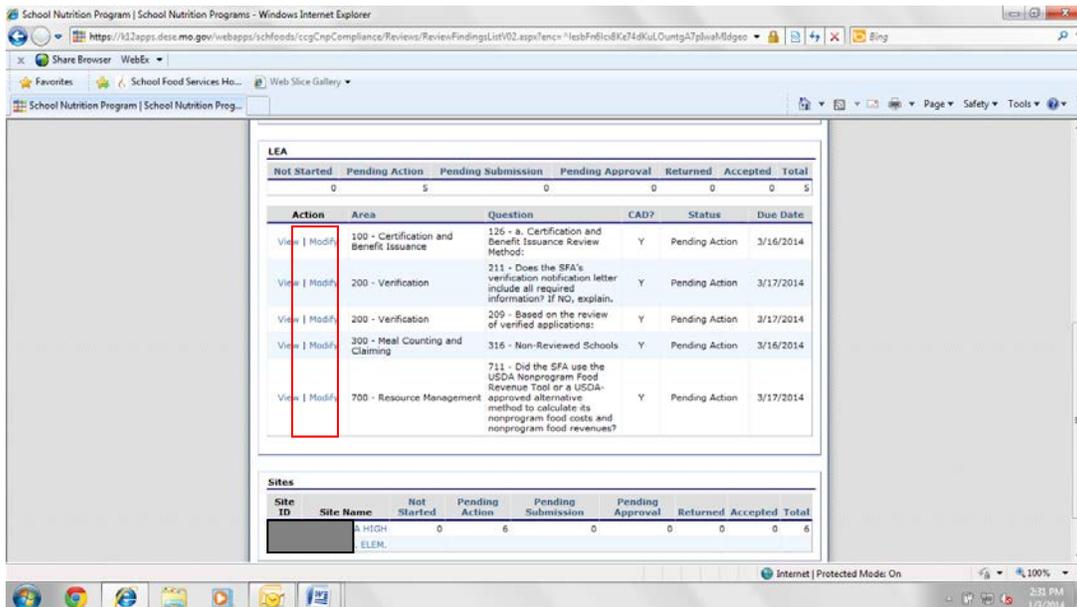
Click Modify next to Corrective Action Documents (CADs).



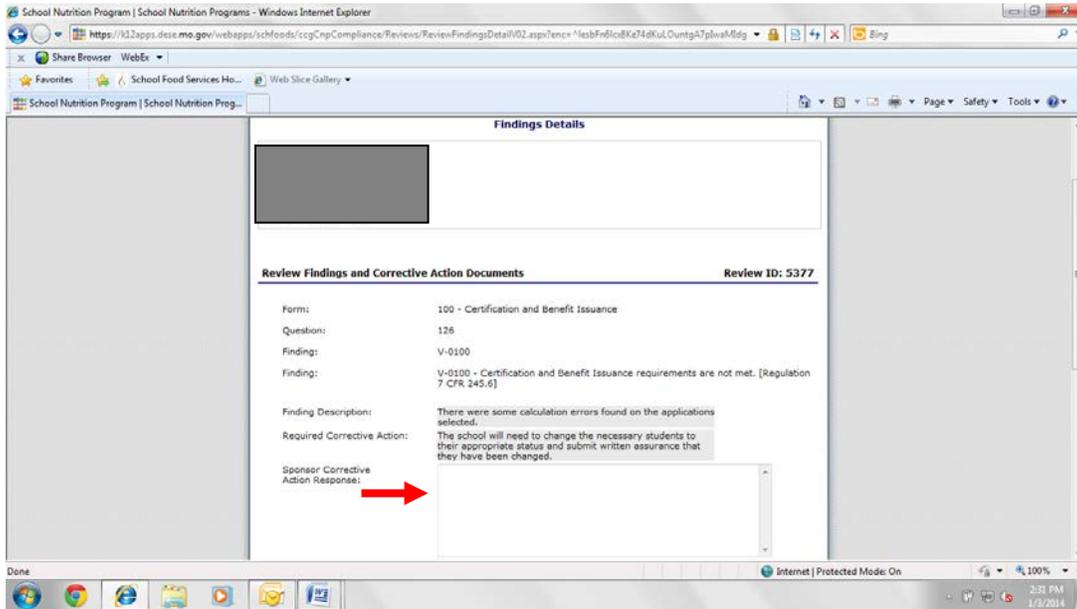
Here, you will see the number of CADs to complete. The circled number is the number of pending corrective actions the school has yet to complete. The arrow shows which CADs are for the district as a whole and which ones are building specific. The example provided has eleven total CADs: five for the district and six that are building specific.



Under the LEA section, you will see a list of CADs for the district. To review the details of each corrective action, click Modify.



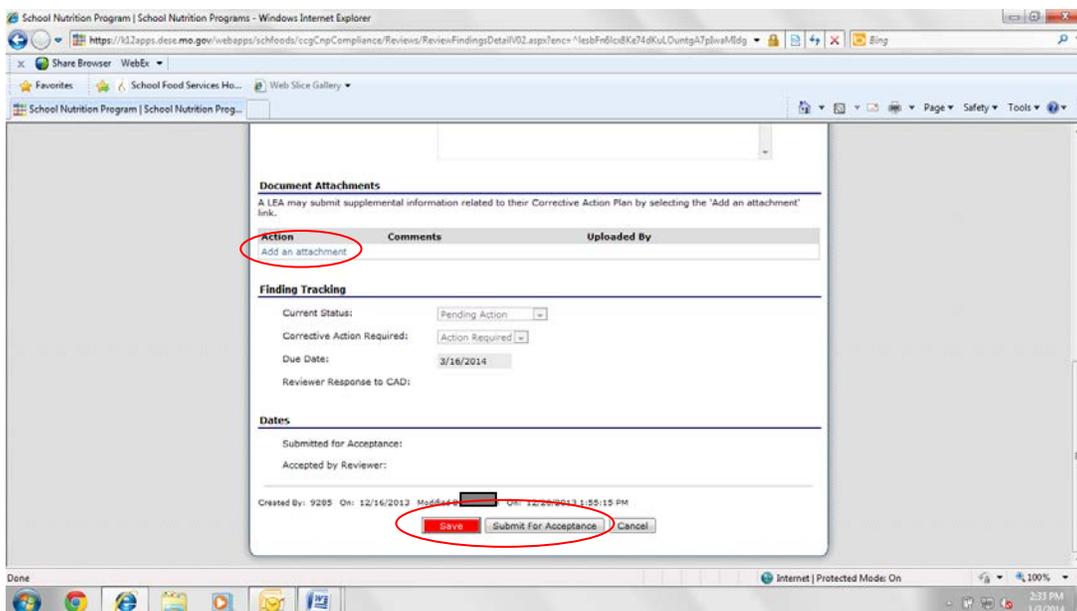
Here you will see the details of each CAD. Read the Finding Description and the Required Corrective Action and respond accordingly in the Sponsor Corrective Action Response box.



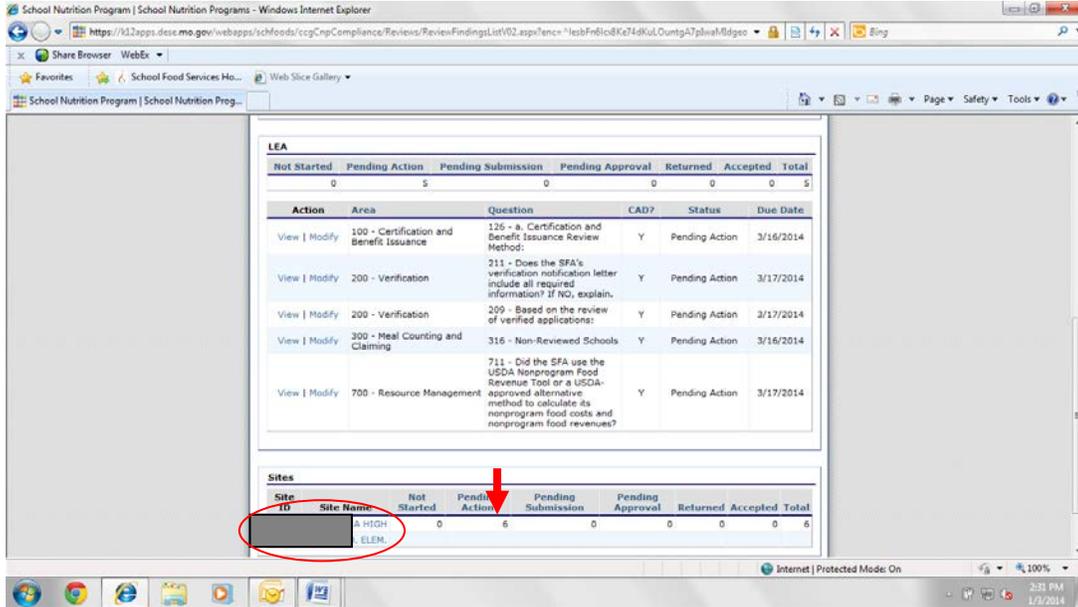
Click Add an attachment to upload any attachments requested by the State Agency.

If you want to save what you have entered but not submit to the State Agency, click the red Save button at the bottom of the page.

Once you have completed the required action and are ready to submit to the State Agency for review, click Submit for Acceptance.



Back on the Corrective Actions Documents page under Sites, you will find the CADs that are specific to each reviewed building. It is located below the LEA section. The red arrow indicates the number of pending corrective actions for each building. The example provided shows six CADs for the high school and none for the elementary. To view these CADs, click the building name (circled in red).



To respond to these CADs, click Modify. From there, follow the same procedure outlined above to respond, save, and submit the required action.

