



ACTION PLAN FOLLOW-UP *(completed by TARC)*

: Date Action Plan approved by TARC
 : Date when all areas are in full compliance and verified by TARC

ACTION PLAN

Recently your program received a Site Monitoring Visit (SMV) by the Technical Assistance Resource Center (TARC) and the following indicators were found to be **partially and/or not compliant**. Please outline an Action Plan describing how your program will address the indicator(s) and bring them into compliance. Submit the Action Plan to the TARC within 2 weeks of receiving the report with header items and columns 3-5 completed. In order to obtain full compliance, all indicators must be supported by documentation that is sent to the TARC. Please contact the TARC if you need any technical assistance in completing any area of this Action Plan.

Program Name:	Project Number¹: 0187- -	TARC Reviewer(s):
Date of SMV: / /	Date SMV Report Shared with Subgrantee: / /	Date Action Plan Submitted to TARC: / /
Name of person(s) and role(s) completing Action Plan:		

Indicator of Success	Description of Indicator	Improvement Action Steps and Strategies	Subgrantee Staff Responsible	Timeline for Improvement/ Evidence Due Date (MM/DD/YY)	Date TARC Verified Evidence (MM/DD/YY)
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Additional notes *(completed by TARCs as needed):*

¹ Project number example: 0187-23-8001; 0187 indicates to NYSED that it is a 21st CCLC program; 23 indicates the program year (July 1, 2022-June 30, 2023 and after June 30, 2021, the year changes to 22; 8001 (last four digits) indicates the program's unique project number.