

CAP requirements



- ▶ Agency Letterhead
- ▶ Foster home name/ID
- ▶ Children placed in the home
- ▶ Reason and Purpose for the Corrective Action Plan
- ▶ A **detailed** plan for completing the required training hours
 - ▶ Agency responsibility and follow up, caregiver responsibility, how hours will be obtained, when hours will be obtained (dates of completion), CAP effective dates, etc.
 - ▶ Signatures of each caregiver and agency representative(s)