

**Department of Human Services  
INSTRUCTIONS FOR USE OF FORM HS-3460,  
SSBG Corrective Action Plan**

**1. Purpose of the form**

This form is a template for corrective action plans and is filled out by SSBG staff and finalized by the agency's authorized signatory.

**2. When it is used**

Upon disciplinary action.

**3. Who completes the form**

SSBG employees and agency employees

**4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (routing, processing et cetera)**

n/a

**5. Who needs the original and where should it be filed**

SSBG Program Coordinator and SSBG Director and filed in the SSBG Shared Drive

**6. Who needs a copy and where should it be filed**

Contracting Agency

**7. Length of time the form must be maintained after the service is rendered/case closed**

5 years-SW21