

Ohio Department of Education  
Office of Career-Technical Education

## INSTRUCTIONS

For

### Completing the Voluntary Compliance Plan (VCP)

Compliance with federal civil rights laws and the OCR Vocational Education Guidelines is sought by informal means whenever possible. Your cooperation is solicited in designing remedial action steps responsive to the findings enclosed with this letter. The district should achieve compliance with the above laws as soon as possible. To this end, it is requested that a voluntary compliance plan be completed and submitted electronically to Michelle Ward, MOA/OCR Coordinator, at [Michelle.Ward@education.ohio.gov](mailto:Michelle.Ward@education.ohio.gov) within 30 days of the receipt of the Letter of Findings.

1. In the first column of the form, the item(s) of noncompliance cited in the Letter of Findings (LOF) should be listed individually. **Please use the item number found in your LOF and use a new page for each finding from the LOF.** This will make it easier should the need arise for revision.
2. The second column must specify the action that will be taken to remedy the item of noncompliance. Please identify who will be responsible for seeing the action step is satisfactorily completed by the targeted date.
3. In the third column, indicate what evidence will be submitted to indicate the action step has been successfully completed and the date that the evidence will be submitted to ODE. Evidence may be in the form of a document, a photocopy, a digital photograph or a letter from the superintendent/president certifying that the action step has been successfully completed. In some cases it may be necessary for the MOA/OCR Coordinator to conduct a follow-up visit.
4. In column four, describe how the district will ensure on-going compliance with the completed and approved action step.
5. **Please ensure that pages are numbered.**
6. After each required correction is fully addressed, the VCP must be **dated and signed by the Superintendent or President.** A VCP without the proper signatures will be returned.
7. Scan and send the completed VCP to **[Michelle.Ward@education.ohio.gov](mailto:Michelle.Ward@education.ohio.gov)**

Upon receipt of the completed VCP, the MOA/OCR Coordinator will review the document to ensure all items have been addressed. If the VCP is satisfactory, an approval letter and signed copy will be sent to the president/superintendent within 30 days of receipt.

If the MOA/OCR Coordinator determines additional information or clarification is needed, the district/college will be notified and asked to correct and resubmit the VCP. This will create a new submission deadline of fifteen days from notification of the need to correct.

Districts may request permission to amend an approved VCP. The first step would be to submit a request to amend the VCP in writing, explaining why the amendment is necessary and how the finding(s) in the plan will be altered.