Office of Civil Rights Compliance Follow-up

So what's next…

The Nebraska Department of Education report will come in the form of a letter called the LOF (Letter of Findings). NDE's goal is to have the LOF back to the district contact within 30 days.

The district will have 60 days to review and prepare a VCP (Voluntary Compliance Plan) and submit the VCP to the NDE MOA Coordinator, Mary Janssen.

Included in your introductory binder you will find a copy of the required format for your VCP. An electronic copy of the VCP form is available in the google folder that was shared immediately following the introductory Zoom call. The format includes some corrective action samples and directions for completing that form that should be removed once you have entered your content.

Your plan identifies the what, when and who will resolve the required correction actions. You have one calendar year from the date of the on-site review to complete all required corrective actions. Email your completed VCP, with signature cover page, to your NDE MOA Coordinator, Mary Janssen, for review and approval.

NDE wants to help you at any point based on your request to NDE staff. The best way to contact NDE is via email as we are on the road visiting other districts. We are always happy to get ideas on how to improve this process! Please do not hesitate to ask for clarifications, samples, consultations or preview and comment on draft materials. Contact Mary Janssen at mary.janssen@nebraska.gov or at 402-471-4818.

Next Steps Checklist:
- ☐ Receive LOF from NDE staff within 30 days of on-site review
- ☐ Write VCP within 60 days of receiving LOF
- ☐ Submit VCP electronically to NDE staff for edits or approval
- ☐ Receive letter of acceptance of VCP from NDE staff
- ☐ Complete required corrective actions as outlined in VCP within one calendar year from on-site review
- ☐ Submit proof of completion of required corrective actions to NDE staff
- ☐ Receive letter of compliance from NDE staff indicating completion of review process

NEBRASKA
DEPARTMENT OF EDUCATION