

Sponsor Appeal Procedure

If an action taken by Community Food and Nutrition Assistance (CFNA) is appealable, the CFNA will include the following appeal procedures with the review letter.

The request for administrative review (appeal) of adverse action taken by the CFNA must be submitted in writing no later than **15 calendar days** after the date the notice of action is received. Actions which may be appealed are those that affect your participation or claim for reimbursement including, but not limited to:

- Denial of an institution's application for participation.
- Denial of an application submitted by a sponsoring organization on behalf of a facility.
- Notice of proposed termination of the participation of an institution or facility.
- Notice of proposed disqualification of a responsible principal or responsible individual.
- Suspension of an institution's contract.
- Denial of all or part of a claim for reimbursement.
- Demand for the remittance of an overpayment.
- Denial by the Department of Health and Senior Services to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an over claim.
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

There are two types of appeals which are conducted before a duly appointed administrative hearings officer:

- Hearing (in person).
- Abbreviated administrative (written) review.

Instructions on how to appeal are included in all correspondence concerning any actions taken by the Child and Adult Care Food Program. The appeal request must state whether the sponsor/center is requesting a hearing or an abbreviated administrative review and must be submitted in writing to the address below.

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
P.O. Box 570
Jefferson City, MO 65102

Fax 573-526-3679

Appeals submitted according to policy are then held by the administrative review official. The official must inform the CFNA, the institution's executive director, the chairman of the board of directors, and the responsible principals or responsible individuals of the administrative review's outcome within 60 days of the CFNA's receipt of the request for an administrative review.

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