

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	ISSUED	REVISED	CHAPTER	SECTION
		7/1/03	2/12	3	3.3
CHAPTER Chapter 3. Applying to the Program		SUBJECT Updating Application Information			

The institution shall inform the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) if any of the application information changes throughout the program year. Failure to promptly notify MDHSS-BCFNA of changes could result in delay or denial or CACFP reimbursement.

**MDHSS-BCFNA must be notified if any of the following changes occur:**

1. **Change In Ownership** – The institution must inform MDHSS-BCFNA in writing (email or letter) of a change in ownership status. In order to prevent an assessment of an overclaim or a denial of reimbursement, it is critical that MDHSS-BCFNA be advised **before** the transfer occurs. A new CACFP application is required when a change in ownership occurs.
2. **Change in Authorized Representative or authorized “User”** – the institution must notify MDHSS-BCFNA in writing of any changes in authorized representative(s) or authorized “user(s). This will prevent delayed or denied claims and assist MSHSS-BCFNA to track and provide the required training for new staff.
3. **Licensing Status or Number** – The institution must inform MDHSS-BCFNA of any changes in licensing status. Institutions shall notify MDHSS-BCFNA if their license is suspended, dissolved or revoked. An institution cannot claim reimbursement in any time period when the license is outdated or revoked. If a license is renewed or the licensed capacity of the institution is increased or decreased during the program year, the institution shall inform MDHSS-BCFNA. Change of license number for any reason, or change from a single proprietor to incorporation or Limited Liability Company (LLC) status requires a new CACFP application.
4. **Tax-Exempt Status** – Institutions must notify MDHSS-BCFNA immediately if tax-exempt status is revoked. Revocation of tax-exempt status may result in ineligibility for the Program.
5. **Changes in Area Eligibility** – Institutions must notify MDHSS-BCFNA if the school area in which the at-risk after school program operates changes so that 50% or more of the enrolled children are eligible for free or reduced price meals. Area eligibility is valid for three years from approval date.
6. **Changes in Meals Claimed** – An institution must notify MDHSS-BCFNA of any changes in meals claimed. If an institution intends to provide (and claim) an additional meal, a request must be submitted in writing or entered in the Center Info Sheet on the database and a two-week menu be submitted to MDHSS-BCFNA. Menus will be reviewed and approved by MDHSS-BCFNA before the additional meal may be claimed for reimbursement. At-risk after school programs can claim after school snacks and/or suppers during the regular school year and on weekends, holidays or school vacations with MDHSS-BCFNA approval.

7. **Change in Meal Service Times\*** - an institution must notify MDHSS-BCFNA of any changes in meals service times. Meal time changes may be entered electronically and must comply with parameters set forth in Policy 7.8.
8. **Changes in Claim Processing** – An institution must notify MDHSS-BCFNA when they make a decision to stop filing CACFP claims. The institution will still be responsible for any overclaim payments and must retain all CACFP records for three years after stopping to claim for meal reimbursement.
9. **Institution Closure** – The institution must notify MDHSS-BCFNA when a closure is planned. The date of the last operational day shall be submitted in advance, all claims processed, and a method established to make any overclaim repayments.

\*The institution is required to update the CACFP Web-based system Sponsor Information Sheet and Center Information Sheet(s) whenever there are any changes in personnel, meal times, days of operation, or capacity.

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