

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM			ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL			7/1/03	2/12	3	3.4
CHAPTER Chapter 3. Applying to the Program				SUBJECT Application Review Process			

New CACFP Contracts (Permanent operating agreements):

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modifies the requirements for the periodic submission of renewal applications by institutions participating in the Child and Adult Care Food Program (CACFP); however, the requirements set forth at 7 CFR §226.6(b)(1) for new institutions submitting an initial application remain unchanged.

An independent center or sponsoring organization that is applying to participate in the Child and Adult Care Food Program (CACFP) for the first time must submit an application to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA).

Application packets are available on the CACFP web page at:

http://www.health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/App_checklist_At-Risk.pdf

Within 15 calendar days from receipt of the application, MDHSS-BCFNA will notify the institution of any information needed to complete the application for approval. When the center application meets all requirements, the institution’s application is approved and a program services contract is issued. The contract will be dated for the day that the application is approved and cleared by the Division of Administration. This date is considered the first day the institution is eligible to claim meals. Contracts (permanent agreements) are mailed with the original application and dated for start date of the contract. Contracts are “permanent” retroactive to October 1, 2010.

If the institution’s application is denied, the institution will be given the reasons for the denial and an opportunity to file an appeal. Applications may be denied for newly applying institutions under the following conditions:

- The submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity.
- MDHSS-BCFNA is prohibited from approving an institution’s application if, during the past seven years, the institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program’s requirements. However, this prohibition does not apply if the institution or principal has been fully reinstated in, or determined eligible for that program.
- Any other action affecting the institution’s ability to administer the Program in accordance with Program requirements.

Annual Certification of Information:

Participating centers or sponsors are required to update the online/web-based application (Sponsor and Center Information Sheets and Budget and or Management Plan) on an annual basis. The CACFP web-based application (Center Information Sheet(s) and Sponsor Information Sheet) is found at: <https://dhssweb04.dhss.mo.gov/cnp/frameManager.asp>. Selected independent institutions will complete an online budget as part of the renewal process. All Sponsoring Organizations of multiple centers must complete the web based Management Plan and Budget.

All annual responsibilities contained in 7 CFR §226.6(f)(1) continue to apply. Renewing institutions will be **required to annually certify** that:

For Sponsoring organizations only:

- The management plan and budget on file with the State agency is complete and up to date;
- No sponsored facility or principal of a sponsored facility is currently on the CACFP National Disqualified List; and
- The outside employment policy most recently submitted to the State agency remains current and in effect.

For all institutions (sponsoring organizations and independent centers):

- The licensing information for each independent center and facility participating in CACFP is accurate;
- The names, mailing addresses, and dates of birth of all current institution principals have been submitted to the State agency;
- The Institution itself, and the Institution's principals, are not currently on the CACFP National Disqualified List;
- The list of any publicly funded programs institution and principals have participated in the past seven years is current;
- The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of that Program's requirements in the past seven years;
- No principals of the Institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity; and
- The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 CFR §226.6(b)(2)(vii).

References: 7 CFR §226.6(b)(2); 7 CFR §226.6(f)(3)(iv); CACFP 07-2011 (January 14, 2011);
CACFP 19-2011 (April 8, 2011)