

	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	3.5
CHAPTER Chapter 3. Applying to the Program			SUBJECT Contract			

The Program Services contract (permanent operating agreement) with the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) is a written contract explaining expectations between the provider and MDHSS-BCFNA. Attached to the contract are the Scope of Work and Terms and Conditions which list the Program expectations. All CACFP institutions must sign a contract and submit it to MDHSS-BCFNA before any reimbursement can be paid. The contract is considered permanent.

Pursuant to 285.530 RSMo, the Contractor must affirm the Contractor’s enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the CACFP services requested. The Contractor should complete and submit the E-Verify form and an Affidavit of Work authorization with the contract. These two documents must be submitted prior to an award of a contract.

The CACFP contract is one of the records that must be available to the MDHSS-BCFNA Nutritionist within one hour of arrival for a monitoring review. As the contract is a permanent document it should be retained in your files with all Program records for as long as the organization participates in CACFP and for a period of at least three years after the closing of the center.