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|  | MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL | ISSUED 12/11 db1/12 sc | REVISED 2/12 | CHAPTER 5 | SECTION 5.1 |
| | CHAPTER Chapter 5. Requirements of Management – All Organizations | SUBJECT Application Renewal Information | | | |

At-risk after school centers will update the CACFP Application web-based Sponsor Information Sheet, Center Information Sheet and/or Budget (when indicated) as part of the annual renewal process at: <https://dhssweb04.dhss.mo.gov/cnp>. Some information from the previous fiscal year application is automatically repeated in the renewal application. The contractor is responsible for entering other information. The fiscal year runs from October 1 – September 30.

It is vital that the institution keep MDHSS-BCFNA updated on changes regarding any information which could affect the meals claimed or the center’s participation in the CACFP. Center information should be updated on an as needed basis (See 3.3 for details). The center must contact MDHSS-BCFNA in writing (postal service or via e-mail) or by phone when the following changes occur:

- **Licensing status or number**
- **Tax exempt status**
- **Change in ownership**
- **Change in authorized representative or authorized “user”**
- **Changes in hours of care**
- **Changes in personnel or capacity**
- **Change in meals claimed**
- **Changes in meal service times**
- **Change in address***
- **Changes in claim processing**
- **Institution closure**

Failure to update this information could cause a claim for reimbursement to be denied. For example:

XYZ center has a licensed capacity of 50 on October 1, 2011. On January 20, 2012, XYZ’s licensed capacity is increased to 100. If this information is not updated in the CACFP computer system files, the January claim for reimbursement will be rejected because the computer will show XYZ is claiming meals in excess of their licensed capacity.

*NOTE: Change can be updated electronically on the application website at:
<https://dhssweb04.dhss.mo.gov/cnp>