

	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; 8/06	3/12	8	8.7
CHAPTER Chapter 8. The Monitoring Visit		SUBJECT Review of Program Purchase Receipts			

During each monitoring review, the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) representative will examine food and milk receipts (dated and itemized), invoices and donated food documentation (valid from approved sources only) to determine whether the center has purchased adequate food and milk to meet the minimum meal pattern requirements and that foods purchased support the menu. Key food items which are easily tracked through the monitoring review process are perishables such as milk*, other fresh dairy, fresh produce and bread. These items must be purchased on a regular basis due to their limited shelf life.

Inadequate Amount of Compliant Milk Type Purchased:

First Occurrence: If the MDHSS-BCFNA Nutritionist determines that the center has not purchased adequate **quantities** of milk at the first monitoring of the center and/or the center has not had prior findings of inadequate milk, the center will be issued a warning. Milk disallowances will not be made but the center will be required to submit monthly food and milk original receipts by the 5th of each month “until further notice” to substantiate food/milk purchases to the claim. When received, processing of the receipts may take up to 30 business days before they are returned to the center.

Second Occurrence: If the milk purchase shortage was cited as a finding at the previous CACFP review, milk disallowances will be made based on the percentage of meals that did not meet minimum meal pattern requirements. When a shortage is determined, the representative will also be required to submit all food and milk receipts to the central CACFP office with monthly claims by the 5th of each month “until further notice.”

Adequate Purchase of Non-Compliant Type of Milk:

Adequate Purchase of Non-Compliant Milk – First Occurrence: If the MDHSS-BCFNA Nutritionist determines that the center has purchased an adequate amount of milk but not the required **type** of milk (low-fat/1% or fat-free/skim) at the first monitoring, the center will be issued a warning. In addition, test month snacks with non-compliant (2% or whole) milk as one of the two required menu components, the center will be issued a warning. The center will not be required to submit monthly food and milk receipts.

Adequate Purchase of Non-Compliant Milk – Second Occurrence: If a non-compliant type of milk is purchased and cited as a finding at a previous CACFP review, milk disallowances will not be made but the center will be required to submit monthly food and milk original receipts to the central CACFP office with monthly claims by the 5th of each month “until further notice” to substantiate food/milk purchases to the claim. When received, processing of the receipts may take up to 30 business days before they are returned to the center.

After MDHSS-BCFNA makes the determination of monthly milk purchases, a “milk letter” with original purchase receipts will be mailed to the institution. If an institution continues to have inadequate milk purchases for six consecutive months, the center will receive a Notice of serious deficiency classification from MDHSS-BCFNA. Continued failure to provide adequate quantities of food and milk to program

participants after receipt of the serious deficiency notice will result in the proposed termination of the institution from the CACFP.

Fluid milk is a required meal component at the supper meal. Milk purchase requirements are based on the institution's monthly claim for reimbursement for these meals. Allowances will be made if the at-risk center uses the "offer versus serve" meal service option. Offer versus serve is a provision under which centers are required to "offer" participants all of the food components and minimum serving sizes but participants may chose to decline one or more components at meals (does not apply to snacks). See Section 7.9 for additional information on offer versus serve.

Milk Requirements*

One gallon of milk will serve:

<u>Required Serving Per Meal</u>	<u>Servings Per Gallon</u>	<u>Age of Participants</u>
8 oz. (1 cup)	16 servings	Ages 6-18

If the center does not participate in offer versus serve, the following example applies. The center served (claimed) a total of 1,227 breakfast and lunch meals; milk usage is based on the eight (8) ounce required serving of milk per participant per meal. The Nutritionist will calculate milk requirements as follows:

1,227 claimed meals x 8 ounces (required per meal) = 9,816 ounces of milk needed.
There are 128 ounces of milk per gallon.
9,816 ounces divided by 128 = 76.68 gallons of milk needed.

Using this example, the center should have purchased a minimum of 76.68 gallons (77 gallons) of milk to meet the meal pattern requirements for their claim.

For centers using the offer versus serve meal service option, determination of adequate milk purchases will be made on an individual basis. Refer to Section 7.2 for additional information on offer vs. serve.

*Milk served in the CACFP must be consistent with the most recent version of the Dietary Guidelines for Americans. The 2010 Dietary Guidelines recommend that participants two years of age and older consume *only* fat free (skim) or low-fat (1%) fluid milk. Refer to Section 7.2 for details.

References: *Creditable Foods Guide*, MDHSS-BCFNA
CACFP 20-2011, May 11, 2011