

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/14	3	3.1
CHAPTER Chapter 3. Applying to the Program		SUBJECT Sponsor Applications			

New Home Sponsor Applications:

Sponsoring organizations of homes will submit an application packet to MDHSS-BCFNA. The application packet includes an application, complete list of sponsored homes, audit requirement form, detailed management plan and administrative budget. The administrative budget must include an adequate source of non-CACFP funding to sustain operation, including the ability to pay facility meal claims, employees, suppliers, and any debts for program mismanagement if CACFP program payments are delayed.

Sponsors are also required to include a list of the independent governing board of directors. The institution's governing board of directors must meet on a regular basis and have the authority to hire and fire the institution's executive director (*i.e.*, the board must be independent of the executive director's control). When the application is complete and meets all requirements, the home sponsor application is approved and a Program services permanent contract is issued.

MDHSS-BCFNA is prohibited from approving an institution's application if the institution or any of its principals is on the National Disqualified List (NDL), and is prohibited from approving an application submitted by a sponsoring organization on behalf of a facility if the facility or any of its principals is on the national disqualified list.

If the sponsoring organization's application is denied, the sponsoring organization may file a written request to appeal (see Chapter 12).

Renewing Home Sponsors:

For Renewing home sponsors, an updated management plan and budget must be submitted to MDHSS-BCFNA, along with appropriate signatures, by the Tuesday following Labor Day. MDHSS-BCFNA will return to the sponsoring organization incomplete management plans and budgets. These documents will be processed within 30 calendar days of receipt by the State office. If the sponsoring organization's budget and management plan are approved, a copy of the signed budget will be forwarded to the sponsoring organization along with information regarding approval of the management plan.

As a contracted organization under the CACFP, all home sponsoring organizations must complete the CACFP web-based application every year on the website at: <https://dhssweb04.dhss.mo.gov/cnp>.

*A permanent contract for participation in CACFP may be revoked, based on historical problems, as documented by MDHSS-BCFNA. Problems include, but are not limited to:

- Permitting an individual who is on the NDL to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as an approved provider;
- Failure to operate the program in conformance with standards set forth in Federal Regulations;
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations;
- Failure to return the advance payment to the State agency.

- Failure to maintain adequate records to support the claim for reimbursement.
- The submission of false information to the State agency.
- Historical claiming of Program payments for meals not served to participating children.
- Service of meals which do not include required quantities of all meal components.
- Noncompliance to applicable bid procedures for contracts with food service management companies.
- Use of food service management companies that are in violation of health codes.
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with regulations.
- History of administrative or financial mismanagement in any Federal child nutrition program.
- Organization or any principal individuals of the organization is on the national disqualified list.
- The organization can not certify that the institution or any of its principals has not been convicted of any activity that indicates a lack of business integrity.
- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.