

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	6/2006	6/12	4	4.6
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Access to the CACFP Web-Based System			

The sponsoring organization is required to request a user ID and password for individual staff authorized to access the CACFP Web-based system by completing a Network User Access Request form. The staff member and owner/board chair or CACFP authorized representative must sign the form.

Access is granted to individuals on behalf of the sponsoring organization; blanket access is not granted. Individual user ID's and passwords may not be transferred to others or shared. The individual user or the CACFP authorized representative must contact the Missouri Department of Health and Senior Services—Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) in writing if they are leaving employment or changing job duties so that access may be revoked immediately.

Misuse of another individual's user ID and password will not be tolerated. Access will be revoked immediately, and may only be restored by submitting a corrective action plan to MDHSS-BCFNA detailing how individual passwords will be protected and not shared.

Claims for reimbursement submitted through misuse of another individual's user ID and password will be considered invalid, and must be repaid in full to the MDHSS-BCFNA.

The following additional measures will be taken to ensure the security of the institution's access to the CACFP web-based system:

- The Network User Access Request Form must be signed by the owner/board chair or CACFP authorized representative named on the CACFP application.
 - *If the CACFP authorized representative changes after the application is submitted, the MDHSS-BCFNA must be notified by letter. The letter should include the signature of the new CACFP authorized representative.*
- An individual's access will be deleted if the user does not log-in to the system for a six-month period.