

	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	6/12	5	5.9
CHAPTER Chapter 5. Requirements of Management		SUBJECT Reduction of Reimbursement			

The family child care home provider shall receive the full food service rate for each meal served to enrolled children. Sponsoring organizations are not permitted to deduct money from a provider's food service reimbursements, unless the sponsor has purchased food for the provider and has obtained the provider's written consent to deduct payments for the food. This policy in no way limits a sponsor's ability to deny payment of an invalid claim submitted by a provider. Sponsoring organizations may only pay the portion of a claim for reimbursement from a home provider that has been determined to be valid.

Reduction of a provider's reimbursement by a sponsoring organization for invalid claims must be made when there is evidence of noncompliance with CACFP regulations. A provider's reimbursement may be reduced if the provider does not comply with the following requirements:

- Maintain daily records of a) menus, itemizing what is served at each meal time on a daily basis, b) separate menus for each infant up to one year of age, c) point of service meal counts, and d) attendance records;
- Report meals served to enrolled children living in the provider's home only if other enrolled, nonresidential children are present and participating in the meal service;
- Claim CACFP reimbursement for provider's own children and other residential, dependent children only if provider's household meets family size and income requirements and other non-residential enrolled children are present and participating in the meal service;
- Report only one meal per child at each meal service and a maximum of two meals and one snack or one meal and two snacks per child per day;
- Report and claim the number of enrolled children's meals served up to, but not exceeding authorized capacity;
- Serve meals which meet the CACFP meal pattern requirements for the ages of the children being served;
- Provide meals to enrolled children without charge;
- Provide all components of the meal; meals or components of meals not provided by the home may not be claimed;
- Inform the sponsoring organization without delay when the names of any children are added or dropped from the enrollment for child care or when there are any changes in the home's license status;
- Inform the sponsoring organization of any changes in the home's operations, including changes in meal times or absences from the home during a scheduled meal time.
- Permit representatives from the sponsoring organization, MDHSS-CFNA, and USDA to review the Program in the home. This will be done several times a year and the majority of the visits will be unannounced;
- Participate in the CACFP under only one sponsoring organization; and
- Maintain a valid license as a family child care home in the State of Missouri.