

	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	5.12
CHAPTER Chapter 5. Requirements of Management		SUBJECT Documentation of Shift Care or Overlap Care			

Effective May 1, 2007, shift care for meals in family child care homes and exceptions to the meal time policy 10.12 will not be approved without adequate documentation to support the need to exceed approved licensed capacity limits (capacity, provider's own, and or related children, and overlap) at one or more meals per day. The sponsor will complete a Mealtime Exception Request form for each provider requesting exceptions to the mealtime policy or exceed license capacity for meals claimed.

Shift care occurs when a family child care home provider cares for more than one group of children during different time periods (6:00am to 3:00pm, 3:00pm to 9:00pm). One group of children may leave and another group of children arrive. Each group may receive the same meal(s) at different times (sometimes referred to as split meal service). This may happen more frequently at breakfast and pm snack with school age children in care. A claim presented by this provider will appear to exceed the licensed capacity. The provider may not have exceeded the licensed capacity at any one time because one group of children left before another group arrived. The provider shall have parent/guardian sign-in sign-out sheets and point of service meal counts, listing meal service times to support the excess meal claims.

The sponsoring organization must monitor each provider with shift care and split meal service closely to assure that the provider did not exceed any authorized capacity limits. The sponsoring organization should also document in provider files any provision of shift care and split meal service with a copy of the Mealtime Exception Request form.

A Mealtime Exception Request form is required to be submitted to the Bureau of Community Food and Nutrition Assistance (BCFNA) prior to approval of the mealtime exception.

The following documentation shall be maintained in the provider's file at the sponsoring organization and shall include:

- Mealtime Exception Request form
- Time in/time out records completed by parents and reviewed monthly by the sponsoring organization for providers claiming shift care and split meal service where meal claims are greater than licensed capacity.
- Designation on the point of service meal count form of those children in shift care and the times of shift care (when applicable),
- Monitoring at the time of shift lapping to assure authorized capacity is not exceeded, and
- Approved overlap form (when applicable)

Documentation does not need to be submitted to BCFNA on a monthly basis, however, all sponsoring organizations are required to maintain that documentation on file, and BCFNA may request the documentation at any time to support future claims.

Overlap care must be approved by the MDHSS – Section for Child Care Regulations, overlap care is limited to a maximum of 2 hours per day and will not exceed an additional 1/3 of the licensed capacity (e.g., capacity 10 plus overlap of 3 children between 3:00 and 5:00pm). If a home provider is approved for overlap, the approved overlap hours must be listed on the provider information sheet in the comment section

if the on-line application. The overlap form must be in the provider's file at the sponsor's office. Not all approved overlap hours include a meal service time. Overlap care must be closely monitored by the sponsoring organization to assure that authorized capacities are not exceeded at any time.