

	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	5.14
CHAPTER Chapter 5. Requirements of Management		SUBJECT Agreement with Homes			

Sponsoring organizations must enter into a written agreement with each child care home which specifies the rights and responsibilities of both parties. **This agreement is effective from the date the agreement is signed until the home terminates participation with the sponsor.** The agreement must contain the following provisions:

- The right of the sponsoring organization, the Missouri Department of Health and Senior Services-Community Food and Nutrition Assistance, the U.S. Department of Agriculture, and other State and Federal officials to make announced or unannounced reviews of the child care home's operations and to have access to its meal service and records during its normal hours of child care operations;
- The responsibility of the sponsoring organization to train the child care home's staff on program requirements;
- The responsibility of the child care home to prepare and serve meals which meet the meal pattern requirements for the CACFP. See Chapter 10 for more information on requirements for meals;
- The responsibility of the child care home to maintain records of menus and of the number of meals, by type, served to enrolled children, and children in attendance each day;
- The responsibility of the child care home to attend required training provided by the sponsoring organization;
- The responsibility of the child care home to promptly inform the sponsoring organization about any change in the number of children enrolled for care or in its licensing or approval status, as well as provide the names of those children added or dropped from the enrollment for child care;
- The meal types approved for reimbursement by MDHSS-CFNA;
- The right of the child care home to receive, within 5 working days after the sponsoring organization has received payment from MDHSS-CFNA, the full food service rate for each meal served to enrolled children for which the sponsoring organization has received payment from the MDHSS-CFNA. If, with the home provider's consent, the sponsoring organization will incur costs for the provision of program foodstuffs or meals on behalf of the home, and subtract such costs from Program payments to the home, the particulars of this arrangement shall be specified on the agreement;
- The right of the sponsoring organization or the child care home to terminate the agreement for cause or, subject to stipulations by MDHSS-CFNA, convenience;
- A prohibition of any sponsoring organization to charge a fee to the child care home for its Program administrative services;
- The time limit for submission of meal records by child care homes;
- The responsibility of the sponsoring organization to inform Tier II child care homes of all of their options for receiving reimbursement for meals served to enrolled children;
- The responsibility of the sponsoring organization, upon the request of a Tier II child care home, to collect applications and determine the eligibility of enrolled children for free or reduced price meals;
- The MDHSS-CFNA's policy to restrict transfers of child care homes between sponsoring organizations;

- The responsibility of the child care home to notify their sponsoring organization in advance when they are planning to be out of their home during the meal service period. The agreement must also state that, if this procedure is not followed and an unannounced review is conducted when the children are not present in the child care home, claims for meals that would have been served during the unannounced review will be disallowed;
- The responsibility of the child care home to furnish all eligible children enrolled for child care in its facilities, including infants, access to CACFP meals. Even though an infant's parent or guardian may decline what is offered by the child care home and supply their own infant's meals, the child care home must offer an infant meal that complies with Program requirements.
- The child care home's opportunity to request an administrative review if a sponsoring organization issues a notice of proposed termination of the child care home's Program agreement, or if a sponsoring organization suspends participation due to health and safety concerns;
- If so instructed by its sponsoring organization, the child care home's responsibility to distribute to parents a copy of the sponsoring organization's notice to parents; and
- The provider's date of birth.

A sponsoring agreement form can be obtained from MDHSS-CFNA. The sponsoring organization may use this form or may develop their own sponsoring agreement. Any sponsoring agreements developed by the sponsoring organization must receive prior approval from MDHSS-CFNA.