

	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	5.18
CHAPTER Chapter 5. Requirements of Management		SUBJECT Recruiting Procedures			

Recruitment efforts by sponsoring organizations shall be limited to providers who have not signed an agreement with another sponsoring organization.

Providers must complete a two-step administrative process to participate in the CACFP. First, a provider must complete an application, which is a document developed by the MDHSS-CFNA and is the initial step for program participation. It is designed to gather basic information on the provider, such as name, address, capacity, related children, etc. Once eligibility criteria are met, a provider must enter into an agreement with a sponsoring organization to finalize the process. An agreement is a legal document that specifies the rights and responsibilities of both parties. A provider can complete applications for multiple sponsoring organizations; however, a provider can enter into only one agreement. Therefore, it is essential for a sponsoring organization to determine whether a provider has signed an agreement with another sponsoring before initiating recruitment.

If the potential provider **has signed** an agreement, the sponsoring organization shall discontinue all recruitment efforts. All the sponsoring organization is allowed to do is leave contact information with the provider should the provider be interested in changing sponsorship in the future. However, the sponsoring organization must inform the provider only a once annual change of sponsorship is allowed.

If a potential provider **has not signed** an agreement, the sponsoring organization may actively begin recruitment efforts. However, before obtaining a binding signature on an agreement, the sponsoring organization must:

- Verify whether the provider has signed an agreement with another sponsor.
- Explain to the provider the entire process of participating in the CACFP under a sponsorship.
- Determine if the provider is currently evaluating and comparing information on other sponsors supporting their area.
- Ensure the provider is ready to sign an agreement binding them to a particular sponsor.
- Inform the provider that once the agreement is signed, the provider may change to another sponsoring organization only one time per year.

The needs and desires of the provider are the most important consideration in the recruitment process. At no time will a provider be pressured into signing an agreement with a sponsor.

NOTE: The use of CACFP funds as a monetary incentive or to purchase gifts or gift certificates to recruit providers of family child care homes is prohibited. The use of non-CACFP funds as an incentive to recruit providers as described above is also prohibited.