

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	2/1/93	6/12	6	6.7
CHAPTER Chapter 6. Financial Management		SUBJECT Methods of Recovering Money By SO			

A sponsoring organization will utilize the following policies and procedures for retrieving money paid to child care home providers. Such collections, for example, may occur as a result of center transition to a group home or recovery of an overclaim as a result of a sponsoring organization monitoring.

1. Send a letter, certified mail, return receipt requested, stating the amount owed to the sponsoring organization with supporting documentation. Submit a copy to MDHSS-CFNA. The letter must state the child care home provider may:
  - A) Send the sponsoring organization the specified amount of money within 30 calendar days of the date of the letter.

OR

  - B) Send the sponsoring organization a letter within 30 calendar days of the date of the letter, stating that she/he intends to continue caring for children and remain in the CACFP and that she/he prefers to have the amount owed deducted from future months reimbursements.
2. The sponsoring organization will respond within two weeks to the child care home provider's choice of action to be taken. If the child care home provider asks for deductions from the claim for reimbursement for subsequent months, the sponsoring organization may:
  - A) Deduct up to the full amount of each subsequent month's reimbursements until the total debt owed is paid back.

OR

  - B) Deduct a negotiated portion (i.e. 25%, 50%) of the claim, acceptable to the SO and the child care home provider, of each succeeding months reimbursements until the debt is repaid.
3. If there is no response within 30 calendar days, the sponsoring organization will send a copy of the letter, certified mail, return receipt requested, with "Second Notice" and a new due date (30 calendar days of the date of the letter), and copy the State Agency. The sponsoring organization will call the day care home provider within one week after sending the second letter to urge him/her to respond immediately and will document the call.
4. If there is no response to the "Second Notice" within the additional 30 calendar days, the sponsoring organization may discuss the case with MDHSS-CFNA regarding collection. There will be no collection attempts by MDHSS-CFNA; however, further action may be warranted with approval of MDHSS-CFNA.