

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		10/03	6/12	7	7.7
CHAPTER Chapter 7. The Monitoring Visit			SUBJECT Receipt and Disbursement of CACFP Funds			

The MDHSS staff will review bank records and other documentation to support the receipt of CACFP funds and verify that disbursement was made within five working days of receipt of the funds.

The total amount reported on the claim for reimbursement will be traced to the bank records to verify receipt of the funds. Disbursements to individual child care home providers will be verified. The name of the provider and the amount due per the claim for reimbursement will be traced to the check register and ultimately, to the bank statement to verify the check was issued to that particular provider for that amount. The date issued will be verified to ensure funds were disbursed within five working days of receipt.