

	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	8	8.4
CHAPTER Chapter 8. Recordkeeping			SUBJECT Records to Support Compliance			

Records which must be kept on file at the sponsoring organization location to support compliance to Program requirements are:

- Current License
- Documentation of Training
- Correspondence from MDHSS-CFNA
- Racial/Ethnic Data
- Copy of Application Materials and Management Plan

Racial/ethnic data shall be on file at the sponsoring organization to indicate the racial/ethnic make-up of the children served. The Civil Rights poster entitled “And Justice For All” shall be displayed at the sponsoring organization in an area where the poster can be readily seen. The sponsoring organization must also provide child care homes with written CACFP materials which contain the Program description, information for parents, the nondiscrimination statement, and procedures for filing a complaint, and assure that these materials are distributed by the home providers to parents of beneficiaries and potential beneficiaries. In an effort to promote and support CACFP integrity, sponsoring organizations must have a system in place to assure parents and guardians of enrolled children receive CACFP information, and information on how to contact the sponsoring organization if program anomalies occur.

See Section 9.2 for the nondiscrimination policy statement.