

	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	10/15	8	8.5
CHAPTER Chapter 8. Recordkeeping			SUBJECT Records to Support the Claim			

The following records must be kept on file by the sponsoring organization to support the claim for reimbursement:

- Menus (children and infants less than one year of age)
- Enrollment Forms
- Infant Feed Preference Form (if applicable)
- Overlap Approval
- Attendance Records
- Meal Count Records
- Shift Care (Documentation of approved times, meals and statement of need, for example: school age come and go.)
- CN Labels or Manufacturer's Product Formulation Statement to support the use of processed food
- Income Eligibility Forms (if applicable)
- Tier I verification (if applicable)

It is the sponsoring organization's responsibility to review each home's records for accuracy. Any discrepancies must be corrected and meals disallowed. Copies of correspondence to the child care home provider regarding recordkeeping discrepancies and/or disallowances must be readily available in the provider's file. Any training or technical assistance provided to the home regarding the discrepancies and disallowances must also be readily available in the provider's file.

See Section 5.10 for more information on required records.