

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	7/14	3	3.1
CHAPTER Chapter 3. Applying to the Program		SUBJECT Forms to Complete			

An application for participation in the Child and Adult Care Food Program (CACFP) must be submitted to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (CFNA) with a renewal submitted on an annual basis. The types of forms to be submitted are dependent upon the type of facility (private non-profit, private for-profit, or a sponsoring organization) applying to the Program. An **independent center** enters into a contract with CFNA to assume final administrative and financial responsibility for Program operations. A **sponsoring organization** is entirely responsible for the administration of the food program in two or more child care centers.

CACFP program and application information is located on the CACFP website at: <http://www.health.mo.gov/cacfp>. Print the application packet and instructions for Child Care Centers. Complete the forms, sign, date and submit the following information according to the instructions either via U.S. Postal Service, fax, or on-line as instructed:

Independent Centers must complete and submit:

- Application and Management Plan, 6 pages (CACFP-1)
- Application/Center Information, 4 pages (CACFP-2)
- Budget (CACFP-209)
- Network User Access Request form (MO580-1854E)
- Vendor Input Form (MO 300-1498N)
- Vendor ACH/EFT Application (MO300-1608E) **direct deposit** to a financial institution **is required**
- Menu Forms (CACFP-210) submit two (2) weeks of menus for each meal served
- Signed Memorandum of Understanding (MOU) from the E-Verify federal work authorization program
- Signed Statement of Affiliation form (CACFP-208) when part of a larger organization (**non-profit centers only**)
- Board of Directors listing (**non-profit centers only**)
- Copy of current child care license (**not** required for license exempt centers)
- Copy of IRS letter – 501c3 tax exemption status (**not** required for license exempt centers)

Refer to Section 5.1 for additional information.

For-Profit Centers must Also complete and submit:

- State funded documentation - A copy of the contract with the Family Support Division (FSD) for Title XX services and a copy of a vendor invoice **OR**
- A copy of an enrollment roster for the current month with participants marked as eligible for free or reduced-price meals

Refer to Section 2.2 for additional information.

License Exempt Centers must Also submit:

- Copy of License Exempt Health and Safety Checklist (DC100)

Sponsoring Organizations of Child Care Centers must complete and/or submit:

- Application and Management Plan, 6 pages (CACFP-1)

- Application/Center Information, 4 pages (CACFP-2) for each center under the sponsoring organization's jurisdiction
- Budget (CACFP-209)
- Network User Access form (MO-580-1854E)
- Vendor Input Form (MO 300-1498N)
- Vendor ACH/EFT Application (MO300-1608E) **direct deposit** to a financial institution **is required**
- Menu Forms (CACFP-210) submit two (2) weeks of menus for each center for all meals or snacks claimed
- Signed Memorandum of Understanding (MOU) from the E-Verify federal work authorization program
- Signed Statement of Affiliation form (CACFP-208) when part of a larger organization (**non-profit centers only**)
- Federal IRS tax exemption letter (501c3) for the sponsoring organization **and** for each non-profit center under the sponsor's jurisdiction, unless the centers are under the sponsoring organization's corporate umbrella
- Board of Directors listing (**non-profit centers only**)
- Copy of an enrollment roster for each **for-profit** center(s) qualifying on the basis of free/reduced meal eligibility with the children eligible for free or reduced-price meals identified on the roster **OR**
- Family Support Division (FSD) Title XX verification (vendor invoice) for any sponsored center that is **for-profit**

Refer to Section 6.1 for additional information.

Pricing Centers - centers charging a separate fee for meals must complete and submit the following form:

Policy Statement for Pricing Centers, 4 pages

Unaffiliated Sponsoring Organization – a sponsor that is not legally the same entity and does not own and operate the centers and/or sites. Unaffiliated Sponsors **must** complete and submit an additional Budget and Management Plan with application

If applicable, submit as part of the application:

- Copy of Food Service Management Company or School Food Authority contract (**catered food service only**)
- Copy of Child Care Facility Overlap Approval (DC 16) for licensed centers (**if applicable**)
- Copy of letter for shift care (**if applicable**)
- Unaffiliated Sponsors must complete and submit an additional Budget and Management Plan with application

Reference: 7CFR226.6(b)
7CFR226.2