

	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	1/16	6	6.1
CHAPTER Chapter 6. Requirements of Management – SO’s			SUBJECT Sponsoring Organizations - Application			

The sponsoring organization must submit a renewal application and supporting documentation each fiscal year. The fiscal year runs from October 1 – September 30. See Chapter 3, Applying to the Program, for details on the application process.

Based on the information submitted in the application, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) creates a web-based file about the sponsoring organization and the facilities under the sponsoring organization’s jurisdiction. The monthly claims for reimbursement are compared to the information in the institution’s web-based files.

It is vital that the institution keep CFNA updated on any changes regarding the sponsoring organization or facilities under the sponsoring organization’s jurisdiction.

CFNA shall be notified if any of the following changes occur:

- **Change In Ownership** – The institution must inform CFNA of a change in ownership status of their facilities. In order to prevent an assessment of an overclaim or a denial of reimbursement, it is critical that CFNA be advised **before** the transfer occurs. A new application is required.
- **Change in Authorized Representative** – The institution must inform CFNA of any changes in authorized representative(s) so that the database can be kept up to date. This will prevent denial of claims and assist CFNA to track and provide the required training for new staff.
- **Change in Address** – The institution must inform CFNA of all changes in their address so that the database can be kept up to date. The location of the institution’s current place of business and hours of operation must be on file. An incorrect address in the file could result in a serious deficiency if found during the monitoring visit.
- **Licensing Status or Number** – The institution must inform CFNA of any changes in the licensing status of facilities under the sponsoring organization’s jurisdiction. Institutions shall notify CFNA if the license is suspended or revoked. The sponsoring organization cannot claim reimbursement in any time period when the license is outdated or revoked. If a license is renewed or the licensed capacity of the facility is increased or decreased during the program year, the institution shall inform CFNA. Change of license number or changes due to incorporation or LLC require a new application.
- **Tax-Exempt Status** – Institutions must notify CFNA immediately if tax-exempt status is revoked. A new application is required.
- **Changes in Care** – An institution must notify CFNA if changes are made in hours of operation or changes are made in shift care or overlap care at a facility under the sponsoring organization’s jurisdiction.
- **Changes in Meals Claimed or Meal Service Times** – An institution must notify CFNA of any changes in meals claimed or meal service times. If a facility under the sponsoring organization’s

jurisdiction decides to provide (and claim) another meal, two weeks of menus for that meal shall be submitted to CFNA. Menus must be reviewed and approved by CFNA before the additional meal may be claimed for reimbursement.

- **Changes in Claim Processing** – An institution must notify CFNA when they make a decision to stop filing CACFP claims. The institution will still be responsible for any overclaim payments and must retain all CACFP records for three years after stopping to claim for meal reimbursement.
- **Institution Closure** – The institution must notify CFNA when a closure is planned. The date of the last operational day shall be submitted in advance, all claims processed, and a method established to make any overclaim repayments.

Facilities under the sponsoring organization's jurisdiction participating in the program must have an effective license. CFNA tracks the expiration dates on the facilities participating on the program. If a child care facility's license is terminated by the Section for Child Care Regulation, CFNA shall be notified immediately.

Changes in the license capacity of any facility should be reported to CFNA. Failure to update this information could cause a claim for reimbursement to be rejected by the computer system. For example:

XYZ center has a licensed capacity of 60 on October 1, 2000. On January 20, XYZ's licensed capacity is increased to 100. If this information is not updated in the computer system files, the January claim for reimbursement will be rejected because the computer will show XYZ is claiming meals in excess of their licensed capacity.

CFNA must be notified immediately if a center is determined to no longer be tax exempt.