

	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	6.4
CHAPTER Chapter 6. Requirements of Management – SO’s				SUBJECT Sponsoring Organizations - Disbursements			

Sponsoring organizations shall make payments to child care facilities or outside school hour facilities under their jurisdiction within five working days of receipt from the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) if the child care facilities are not under the same corporate umbrella or part of the same legal entity as the sponsoring organization. Reimbursement to facilities may not exceed the applicable meal rate times the number of meals documented at each facility.

Sponsoring organizations of centers may charge the center a fee for administrative services. The fee charged shall be based on the **actual expenses** of the sponsor for services provided to the facility, and may not exceed 15% of the total reimbursement received for that facility. The fee should be a straight charge to the facility for one CACFP service or multiple CACFP services for a given period of time. The fee shall not be calculated as a percentage or portion of the monthly claim. The sponsoring organization shall maintain detailed cost documentation relative to the actual cost of administering the CACFP in the facility to support any administrative fee(s) charged by the sponsoring organization.

The CFNA program shall be informed of the fee charged. The sponsoring organization shall include in its application, a complete breakdown of the costs incurred in order to justify the fee charged. The CFNA will monitor the fee charged and the costs for each facility under the organization’s sponsorship.