

	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	1/15	9	9.2
CHAPTER Chapter 9. The Monitoring Visit				SUBJECT Meal Count Verification			

The CACFP nutritionist will review all of the Income Eligibility Forms (IEFs) on file. The nutritionist will evaluate the forms to determine if the child should be claimed as free, reduced, or paid. Any IEFs not fully completed, missing, or not effective for the month reviewed, will be invalid and the child counted in the paid category.

Based on the review of IEFs, the CACFP nutritionist will make a meal recount for the month being reviewed. Attendance records will be checked to verify that the child was in attendance when the meal was claimed. Enrollment records will be checked to verify that any child claimed was enrolled at the institution. Once the meal count is determined for the test month, an overclaim or underclaim may be assessed. If the meal count results in an overclaim, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) will complete a revised claim unless the institution chooses to appeal the overclaim. Furthermore, revisions for misclassified children must be made back to the date the claiming error was made or back twelve months whichever is shorter. See Chapter 12 for appeal procedures.

If the meal count results in an underclaim, the institution may submit a revised claim. The underclaim will be processed by CFNA if the institution submits it within 90 days from the end of the claim month. The institution may submit underclaims for month(s) prior to the review month if the revision is submitted within 90 days from the end of the claim month. An underclaim submitted after 90 days from the end of the claim month is not allowed by regulation to be processed by CFNA.