

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	3	3.3
CHAPTER Chapter 3. Applying to the Program		SUBJECT Review Process of Applications			

A shelter or sponsoring organization of a shelter that is first applying to participate in the Child and Adult Care Food Program (CACFP) will submit an application to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA). Application packets are available on the CACFP web page at: www.dhss.mo.gov/cacfp.

MDHSS-BCFNA will notify the shelter within 30 calendar days of any missing information needed to approve the application. When the shelter application is complete and meets all requirements, the shelter application is approved and a program services contract is issued. The contract will be dated for the day that the application is approved by the Division of Administration. This date is considered the first day the shelter is eligible to claim meals in the CACFP.

If the shelter’s application is denied, the facility will be given an opportunity to file an appeal.

Applications may be denied under the following conditions:

- The submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity.
- MDHSS-BCFNA is prohibited from approving an institution’s application if, during the past seven years, the institution or any of its principals have been declared ineligible for any other publicly funded program by reason of violating that program’s requirements. However, this prohibition does not apply if the institution or principal has been fully reinstated in, or determined eligible for that program.
- Any other action affecting the institution’s ability to administer the Program in accordance with Program requirements.

Participating shelters or sponsoring organizations are required to complete the application renewal process on an annual basis. As a Contracted Organization under the CACFP, facilities will complete the CACFP web-based application (Center Information Sheet(s) and Sponsor Information Sheet) on the website at: <https://dhssweb04.dhss.mo.gov/cnp>. Selected organizations will complete an online budget as part of the renewal process. All Sponsoring Organizations of multiple facilities can complete the web-based Management Plan and Budget. If an organization is unable to access the internet, alternate arrangements can be made by contacting MDHSS-BCFNA.

Contracts are mailed with the renewal application information and dated for October 1 of the upcoming Federal Fiscal Year. The application renewal process must be completed on or before the end of September

each year to assure uninterrupted participation in the CACFP. The original signed contract must be returned to MDHSS-BCFNA through the U. S. Postal Service or via fax with the E-Verify Memorandum of Understanding (MOU) and Affidavit.

In situations where renewal applications are received after the due date, MDHSS-BCFNA may allow a participating shelter or sponsor to claim meals for the month prior to the month of application approval. However, under no circumstances will a contract be backdated further than the month prior to the month of renewal application approval.

A renewal application for participation in CACFP may be denied for currently participating shelters or sponsors for the following reasons:

- Submission of false information on the application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity;
- Permitting an individual who is on the National Disqualified List to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center;
- Failure to operate the Program in conformance with standards set forth in federal regulations;
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations;
- Failure to maintain adequate records;
- Failure to adjust meal orders to conform to the variations in the number of participants;
- Claiming reimbursement for meals not served to participants;
- Claiming reimbursement for a significant number of meals that do not meet Program requirements;
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with regulations, or in accordance with its management plan;
- Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with regulations;
- Failure to perform any of the other financial and administrative responsibilities required by regulation;
- The fact that the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this

prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed;

- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

Any decision made by MDHSS-BCFNA to deny an application can be appealed. See Chapter 12 for details.

Reference: 7CFR226.6(b)(1) and (2)