

	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	3.4
CHAPTER Chapter 3. Applying to the Program		SUBJECT Updating Application Information			

The shelter shall inform the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) if any of the application information changes throughout the Program year. Failure to promptly notify MDHSS-BCFNA of changes could result in delay or denial of CACFP reimbursement.

**MDHSS-BCFNA shall be notified if any of the following changes occur:**

- **Changes in meals claimed or meal service times** – the shelter must notify MDHSS-BCFNA of any changes in meals claimed or meal service times. If a shelter decides to provide (and claim) another meal, a written request and two weeks of menus for that meal shall be submitted to MDHSS-BCFNA. Menus must be reviewed and approved by MDHSS-BCFNA before the additional meal may be claimed for reimbursement.
- **Change in ownership** – The shelter must inform MDHSS-BCFNA in writing of a change in ownership status of the institution. In order to prevent an assessment of an overclaim or denial of reimbursement, it is critical that MDHSS-BCFNA be advised **before** the transfer occurs. A new application is required when a change in ownership occurs.
- **Tax-exempt status** – The shelter must notify MDHSS-BCFNA immediately if tax-exempt status is revoked. A revocation of tax-exempt status would result in ineligibility for the Program.
- **Change in capacity** – The shelter must notify MDHSS-BCFNA when the capacity for children in the shelter is increased or decreased during the Program year.
- **Change in authorized representative or authorized “user”** – The institution must inform MDHSS-BCFNA in writing of any changes in authorized representative(s) or authorized “user.” This will prevent delayed or denied claims and assist MDHSS-BCFNA to track and provide the required training for new staff.
- **Change in address\*** – The shelter must inform MDHSS-BCFNA of all changes in the address. The location of the shelter’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 a monitoring visit.
- **Institution closure** – The shelter must notify MDHSS-BCFNA 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/debt repayment.

\*Changes can be updated electronically on the CACFP application website at:

<https://dhssweb04.dhss.mo.gov/cnp>.