

	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	3.5
CHAPTER Chapter 3. Applying to the Program		SUBJECT Contract			

The contract with the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) is a written legal contract which details expectations between the provider and MDHSS-BCFNA. All CACFP institutions must sign a contract on an annual basis and submit it to MDHSS-BCFNA with the E-Verify MOU and the Affidavit, before any reimbursement can be paid.

For renewals only, the contract with the Scope of Work and Terms and Conditions are sent with the institution’s application information. The contract should be signed by the institution’s Board of Directors or authorized representative and returned to MDHSS-BCFNA as soon as possible. The shelter should keep the Scope of Work and Terms and Conditions. Once the applicant and the MDHSS representative sign the contract, the original contract will be sent to the shelter.

The contract is effective for a period of one year or less depending on application approval date. At the end of September of each fiscal year, the institution’s Board of Directors and MDHSS-BCFNA must sign a renewal contract.

The current contract is one of the records that must be available to the MDHSS-BCFNA Nutritionist within one hour of arrival for a monitoring review. The contract should be retained in your files with all Program records for a period of at least three years or longer if audit findings are not resolved from a previous review.