

	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	4	4.5
CHAPTER Chapter 4. The Reimbursement System			SUBJECT Changes in Authorized Representative			

The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) must be notified in writing any time there is a change in the authorized representative or authorized web system “user” contact information. The authorized representative at the shelter is the person who electronically authorizes the monthly claim for reimbursement.

Failure to notify MDHSS-BCFNA will cause a delay or denial of payment of the CACFP claim for reimbursement.