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|  | 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 | 5 | 5.1 |
| CHAPTER Chapter 5. Requirements of Management | | SUBJECT Application Renewal Information | | | |

Shelters must submit an application renewal each fiscal year. The fiscal year and the contract run from October 1 – September 30. See Chapter 3, [Applying to the Program](#), for details on the application process. As a contracted organization under the CACFP, shelters will complete the web-based application as part of the renewal process via the Internet at: <https://dhssweb04.dhss.mo.gov/cnp>. The renewal contract signed by an authorized representative, the E-Verify MOU and the Affidavit must be returned by regular mail or fax. Shelters unable to access the internet must make alternate arrangements with MDHSS-BCFNA for application renewal.

It is vital that the shelter keep MDHSS-BCFNA updated on any changes regarding any information that could affect the meals claimed or the shelter’s participation in the CACFP. The following information should be updated on an as needed basis: (See 3.2 for details)

- Change in IRS tax exempt status
- Change in meals claimed or meal service times
- Change in personnel or capacity
- Change in ownership
- Change in authorized representative or authorized “user”
- Change in address*
- Institution closure

Failure to update this information could cause a claim for reimbursement to be denied. For example:

XYZ shelter has a capacity of 50 on October 1, 2008. On January 20, 2009, XYZ’s capacity increased to 75. If this information is not updated in the web-based system, the January claim for reimbursement will be rejected because the system will show XYZ is claiming meals in excess of the approved capacity.

*Change can be updated electronically on the application website at: <https://dhssweb04.dhss.mo.gov/cnp>.