

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL		11/1/06	1/17	7	7.8
CHAPTER Chapter 7. Meal Pattern			SUBJECT Meal Service Times and Duration			

Reimbursement for meals will only be made when meals are served during the shelter's approved meal times as listed on the Center Information Sheet of the Program application on the web-based system. Meal times may be changed as needed, within the requirements of this policy, and through revision and approval of the Center Information Sheet in the CACFP Web-based system at: <http://dhssweb04.dhss.mo.gov/cnp>.

Meal service times for infants (birth through 11 months) are not restricted by this policy. Infants should be served "on demand" when hungry. Claims for reimbursement of infant meals are limited to three meals **or** two meals and one snack per day when the child is a shelter resident.

When scheduling meal times, the following guidelines will be used for approval:

Breakfast

- The duration of the breakfast meal service may take no more than two hours from start to finish.
- The breakfast must be served at a time traditionally considered as the normal serving time for breakfast.

Snack

- The duration of the snack service may take no more than two hours from start to finish.
- A snack may be approved for midmorning, afternoon and evening.
- A snack may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.
- *The midmorning snack may be served at a time less than 2 hours following the completion of the breakfast meal only in situations where the children served the morning snack are totally different children, who arrive at the center too late for the scheduled breakfast.*

Lunch

- The duration of the lunch meal service may take no more than 2 hours from start to finish.
- The lunch must be served at a time traditionally considered as the normal serving time for lunch..
- The lunch may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.

Supper

- The duration of the supper meal service may take no more than 2 hours from start to finish.
- The supper may be scheduled no earlier than 2 hours after the completion of the previous meal or snack.
- The supper meal must be served at a time traditionally considered as the normal serving time for supper.

At least two hours must elapse between the end of one meal or snack service and the start of the following meal or snack.

Reference:

Time of meal service {226.20(k)} State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration.

CACFP policy 293 states that in order for a meal to be claimed it should be served at a time traditionally considered as the normal serving time for such a meal.