

	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	9	9.2
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Meal Count Verification			

During the monitoring visit, the CACFP District Nutritionist will recount meals for the month being reviewed. Resident rosters will be checked against the meal count records to verify that the child was in residence for the day and meals claimed. Once the meal count is determined for the review month, an overclaim or underclaim may be assessed. If the meal count results in an overclaim, the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) will complete a revised claim. The shelter may appeal the overclaim. A claim revision will be made for the review month in which the claiming error was made. See Chapter 12 for appeal procedures.

If the meal count results in an underclaim, the shelter may submit a revised claim. The underclaim will be processed by MDHSS-BCFNA if the shelter submits it within 90 days from the end of the claim month. The shelter may submit underclaims for month(s) prior to the review month if the revision is submitted within 90 days from the end of the claim month. An underclaim submitted after the 90-calendar day deadline is not allowed by regulation to be processed by MDHSS-BCFNA.