

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	3/05	1/14	9	9.8
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Food and Milk Purchase Verification			

During each CACFP monitoring review, the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) reviewer(s) will examine food and milk receipts and paid invoices to determine if the shelter or sponsoring organization (SO) has purchased adequate creditable food and milk to meet the minimum meal pattern requirements for the test month. Key food items that are tracked and verified, due to their limited shelf life, include, but are not limited to: bread, milk, fresh produce and other perishable items.

The reviewer(s) will also verify that valid receipts (original, dated and itemized only) support the menu and accurately reflect foods served and meals claimed for reimbursement. Meal disallowances may be made if menu items and CACFP purchases do not correlate. CFNA will also calculate that a sufficient amount of the CACFP reimbursement is spent on a per participant per day basis for the meals served as a means to document non-profit food service.

Milk Requirements:

Fluid milk (low-fat/1% or fat free/skim)* is a meal component required at the breakfast, lunch, and supper meals for participants one year and older. Milk purchase requirements are based on the institution’s monthly claim for reimbursement for these meals. One gallon of milk will serve:

<u>Required Serving Per Meal</u>	<u>Servings Per Gallon</u>	<u>Age of Participants</u>
4 oz. (1/2 cup)	32 servings	1-2 years
6 oz. (3/4 cup)	21 servings	3-5 years
8 oz. (1 cup)	16 servings	6 and over

Sample calculation for a shelter:

If the reviewer(s) determines that the shelter served (claimed) 1,527 total combined breakfast, lunch and meals, then, based on a six (6) ounce serving of milk per child, the reviewer(s) will calculate as follows:

$$1,527 \text{ meals} \times 6 \text{ ounces} = 9,162 \text{ ounces of milk needed.}$$

$$\text{There are 128 ounces of milk per gallon.}$$

$$9,162 \text{ divided by } 128 = 71.6 \text{ gallons of milk needed.}$$

Using this example, the shelter would have had to purchase 71.6 or 72 gallons of milk to meet minimum meal pattern requirement.

Keep in mind that this is only an estimate, as any milk served at snacks is not included. If the shelter serves a large number of snacks with milk, the calculations would be lower than the actual requirement.

*Milk served in the CACFP must be consistent with the 2010 Dietary Guidelines for Americans which requires that participants two years of age and older consume *only* fat free (skim) or low-fat (1%) fluid milk. Meal disallowances will also be made when non-compliant type(s) of milk (2% or whole) are purchased.

Inadequate Milk Purchase Protocol:

If CFNA determines that the shelter or SO has not purchased adequate quantities of creditable milk (low-fat/1% or fat free/skim), disallowances will be made as a percentage of the breakfast and lunch meals (as applicable) that fail to meet the minimum meal pattern requirements.

If it is determined at any future CACFP monitoring review, that an institution or SO is still not in compliance, your organization and the responsible principals will be classified seriously deficient (SD). A seriously deficient rating can lead to termination of the CACFP contract with CFNA and placement on the U.S. Department of Agriculture's National Disqualified List (NDL). You will then be prohibited from participation for up to seven years.