

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM			ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL			6/90	4/09	11	11.6
CHAPTER Chapter 11. Procurement				SUBJECT Monitoring the Contract			

The shelter is ultimately responsible for assuring that the food service caterer is meeting all contract requirements. The shelter must monitor to assure the contractor is fulfilling all requirements of the contract. Items that should be monitored on an occasional basis include:

- Meal requirements of CACFP 226.20 are being met.
- Caterer (contractor) has a current sanitation inspection on file. Any deficiencies noted by the sanitarian are corrected.
- Caterer is using foods from an approved source.
- Caterer is charging the shelter based on the terms of the contract.
- Caterer is maintaining all records to document costs charged to the CACFP provider.
- Caterer is maintaining daily production records to verify that minimum Program serving sizes are provided for infants and children.
- The caterer shall not be paid for meals that are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.

Reference: 7CFR226.6(i)(7)