

SECTION 1: Overview of CACFP

CACFP serves nutritious meals and snacks to eligible children who participate in an approved afterschool program and are 18 or older at the start of the school year.

Afterschool Care Centers and Outside School Hours Care Centers participating in CACFP must follow program regulations.

- How to Contact the Program
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- Program Integrity
- Management Tools and Resources
- Sponsor Agreements
- Discovering Problems

How to Contact the Program

For questions about the Child and Adult Care Food Program (CACFP), requests for technical assistance, or instructions on how to schedule training, please contact:

**Missouri Department of Health and Senior Services
Community and Public Health
Community Food and Nutrition Assistance**

P.O. Box 570
930 Wildwood Drive
Jefferson City, MO 65102

1-800-733-6251

1-573-751-6269

Fax: 573-526-3679

Email: cacfp@health.mo.gov

Website

For information about the CACFP, visit our website at www.health.mo.gov/cacfp.

Contact Information for District Nutritionists

Contact information for the District Nutritionists is available at www.health.mo.gov/cacfp on the right side of the screen under Contact.

Training

1. Training for the At-Risk Afterschool Care Program and the Outside School Hours Program will be provided via Webex. Contact CFNA to register.
2. Online CACFP Training for At-Risk Afterschool Care Program and the Outside School Hours Program is available at www.health.mo.gov/cacfp under Training.
3. Additional online training is available at www.health.mo.gov/cacfp under Training includes:
 - Civil Rights
 - CORE (CACFP Operational Resources & Education)

Training Objectives

- Understand the staff, site supervisor, and director's responsibilities for the afterschool program or sponsoring organization's (SO) participation in the Child and Adult Care Food Program (CACFP).
- Understand the responsibilities of the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) in administering the CACFP.
- Understand how sponsors meet and comply with CACFP performance standards.
- Understand the importance of accurate recordkeeping and its role in verifying the facility's claims for reimbursement.
- Identify the records that must be maintained by facility staff to meet regulatory requirements. Explain the procedures for completing each record.
- Understand Civil Rights compliance requirements.
- Use the meal pattern requirements and menu planning process to create nutritious and creditable meals.
- Explain how to use the United States Department of Agriculture Food Buying Guide (FBG) for Child Nutrition Programs and the Crediting Handbook for the CACFP to assist with menu planning.
- Explain the importance of good nutrition in the afterschool program setting.

Benefits of the Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) can help your afterschool centers and the families you serve.

Afterschool care centers provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. The Food and Nutrition Services (FNS) acknowledges the dedication and commitment of sponsors and centers, ensuring that the meals claimed for reimbursement meet the CACFP requirements and that meal time is a pleasant, nutritious, and sociable experience for the children in their care. At-Risk Afterschool Care Centers and Outside School Hours Care Centers serve an important role in helping children develop good eating and physical activity habits.

The CACFP plays a vital role in improving the quality of organized afterschool programs, making them more affordable for organizations. Benefits include:

- Centers may be approved to claim up to one meal and one snack per participant in attendance each day.
- Training and technical assistance are available on nutrition, food service operations, program management, nutrition education, and recordkeeping.
- Improved health and well-being of children through age 18 by providing nutritious, well-balanced meals.
- Development of good eating habits in children that will last through their lifetime.

Key points to remember about the CACFP:

- The organizations participating in CACFP may be called sponsors. A CACFP sponsor can include either independent facilities or sponsoring organizations (SOs) of two or more facilities.
- The primary goal is to provide nutritious meals and snacks. The mission of the Food and Nutrition Service (FNS) is to provide children and families better access to food and a more healthful diet through its food assistance programs, such as CACFP, and nutrition education efforts in compliance with [7 CFR 226](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-226) which can be found at <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-226>.
- The CACFP is a supplementary program, not an entitlement program, which requires accurate recordkeeping and program compliance.
- United States Department of Agriculture's (USDA) FNS administers the CACFP at the national level, and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) is the State Agency (SA) that administers the program in Missouri.
- The CACFP is regulated by Congress and the USDA.
- The DHSS-CFNA will conduct CACFP monitoring reviews at all participating independent centers and sponsoring organizations pursuant to 7 CFR 226.

Performance Standards

Financial Viability, Administrative Capability, Program Accountability

The executive director and the board chair or owner of the CACFP facility or sponsoring organization (SO) and those named as a responsible individual and food program contact must, due to their position in the facility, accept final administrative and financial responsibility for the Child and Adult Care Food Program (CACFP) and ensure that the CACFP is operated with program integrity.

Each new independent facility, SO of two or more facilities, or renewing facility must submit information sufficient to document that it is financially viable, is administratively capable of operating the program in accordance with CACFP regulations, and has internal controls in place to ensure accountability. To document this, any new sponsor, which may include an independent facility or an SO of two or more facilities, must demonstrate in its application that it is capable of operating in conformance with the CACFP performance standards.

The Department of Health and Senior Services-Community Food and Assistance (DHSS-CFNA) must only approve the applications of those new sponsors that meet these performance standards and deny the applications of those new sponsors that do not meet the standards. In ensuring compliance with these performance standards, the DHSS-CFNA establishes rules and procedures and makes decisions based on information from internal controls at the federal and state level that includes information obtained during the application process, information from audits and complaints, results of edit checks, claim reviews, monitoring reviews; and notice of civil and criminal action.

Each new independent facility, SO of two or more facilities, or renewing facility must submit information sufficient to document that they are operating in accordance with the **CACFP Performance Standards – Viability, Capability, and Accountability (VCA)** outlined in 7 CFR 226.6(b)(1):

1. The organization must be **Financially Viable**. The facility must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in CACFP payments and/or to pay debts when fiscal claims have been assessed against the sponsor, and can document financial viability through audits or financial statements. Sponsors must ensure that CACFP funds are expended and accounted for in accordance with CACFP regulations, 2 CFR 400, and the requirements in FNS Instruction 796-2, rev. 4.

The organization should expect that DHSS-CFNA will review the SO's financial records at least annually.

2. The organization must be **Administratively Capable**. The facility must have appropriate and effective management practices in place to provide program benefits to all participants and an adequate number and type of qualified staff to operate the CACFP. An SO of two or more facilities must document in its management plan that it employs staff sufficient to meet the ratio of monitors to facilities, taking into account the factors that DHSS-CFNA will consider in determining an SO's staffing needs, as set forth in CACFP regulations. An SO must have written program policies and procedures that

assign program responsibilities and duties. An SO's policies and procedures must also ensure compliance with civil rights requirements.

3. The organization's program must be **Accountable**. The facility must have internal controls and other management systems in effect to ensure fiscal accountability and ensure that the CACFP will operate in accordance with requirements. To demonstrate program accountability, the sponsor must document that it meets the following criteria:
 - **Board of Directors** – have adequate oversight of the program by an independent governing board of directors.
 - **Fiscal Accountability** – have a financial system with management controls specified in writing. These written operational policies must ensure the following:
 - Fiscal integrity and accountability for all funds and property received, held, and disbursed.
 - The integrity and accountability of all expenses incurred.
 - Claims will be processed accurately and in a timely manner.
 - Funds and property are properly safeguarded and used.
 - Expenses incurred are for authorized program purposes.
 - A system of safeguards and controls is in place to prevent and detect improper financial activities by employees.
 - **Recordkeeping** - maintains appropriate records to document compliance with CACFP requirements, including budgets, accounting records, approved budget amendments, management plans, and appropriate records on facility operations. There must be documentation in the management plan that the organization will provide adequate and regular training of its staff and sponsored facilities.
 - Documents that prove compliance with CACFP regulations, including, but not limited to, menus, production records, delivery receipts, income eligibility forms, meal count records, and attendance records, shall not be altered. If additions/corrections are required, they must be made using ink. The incorrect information must be crossed out using one line so that the original information can still be read. Changes using pencils or white out shall be prohibited. All changes must be initialed and dated by the person making the correction.
 - **SO operations** - documentation in the management plan that the SO will perform monitoring to ensure the sponsored facilities accountably and appropriately operate the program, and have a system in place to ensure that administrative costs do not exceed the regulatory 15 percent limitation.
 - **Meal Service and other operational requirements** - follow the practices that result in the operation of the program in accordance with the meal service, recordkeeping, and other operational requirements of the federal regulations. These practices must be documented and must demonstrate that the independent facility or sponsored facilities will:
 - Provide meals that meet meal pattern requirements.
 - Comply with licensure or approved requirements.
 - Have food service that complies with applicable state and local health and sanitation requirements.
 - Comply with civil rights requirements.
 - Maintain complete and appropriate records on file.
 - Submit claim reimbursement only for eligible meals.

Program Integrity

CACFP regulations define Seriously Deficient (SD) as the status of an independent facility or SO of two or more facilities that has been determined to be non-compliant in one or more aspects of its operation of the program. If a sponsor is unwilling or incapable of correcting serious problems, the SD process protects program integrity by removing the institution from the program.

The chairman of the Board of Directors, the executive director, or owner, as well as other person(s) responsible for the Child and Adult Care Food Program (CACFP) operation, such as the responsible individual and the food program contact, noted on the Center and/or Sponsor Info Sheets on the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the organization. By virtue of the management position as a “responsible principal,” you have administrative and financial responsibility for the oversight, management, and integrity of the CACFP and compliance with applicable regulations.

Should a sponsor ever be classified as SD and terminated due to mismanagement of the CACFP, the name(s) of the “responsible principal(s)” and “responsible individual(s)” will be placed on the United States Department of Agriculture’s (USDA) National Disqualified List (NDL). Once on the NDL, the responsible parties named would not be able to work in another organization that participates in the CACFP or any other Child Nutrition Program for up to seven years.

Financial Review

In August of 2023, the USDA-FNS published a final rule on program integrity to ensure that child nutrition programs are properly operated and managed to protect federal taxpayer dollars. As part of this final rule, the state agency is required to review your financial records at least annually. The following records must be made available upon request:

- ❖ At least one month of all bank account activity associated with CACFP will be reviewed against other associated records to verify that the financial transactions meet program requirements.
- ❖ The actual expenditures of CACFP funds and the amount of reimbursement funds retained from unaffiliated centers to support the sponsoring organization’s administrative costs will be reviewed.
- ❖ The reported expenditures will be reconciled with program payments to ensure that funds are accounted for fully.

Management Tools and Resources

CACFP sponsors enter into a contract with Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at www.health.mo.gov/cacfp.

- Child and Adult Care Food Program Manual for At-Risk Afterschool Care Centers and Outside School Hours Care Centers
- United States Department of Agriculture Food Buying Guide for Child Nutrition Programs
- Crediting Handbook for the Child and Adult Care Food Program
- “And Justice For All” poster
- Building for the Future flyer and pamphlet
- Missouri WIC outreach poster

Single Audit Compliance

Under [2 CFR 200.501](#)—Audit Requirements, SFSP Sponsors are required to submit a Single Audit within nine months of the close of your fiscal year for any fiscal year in which you expend \$1,00,000.00 or more in federal funds.

A Single Audit is when a professional auditor goes over a grantee’s financial management processes, including its financial management system and its compliance with all of its federal grant requirements. It is called a Single Audit because it combines one audit covering all of a grantee’s federal grants. The purpose is to ensure that grantees receiving federal grant funds use the funds in compliance with the government’s requirements. It was created to promote sound financial management, promote uniform guidelines for audits and deploy audit resources efficiently.

Failure to comply will result in a declaration of Serious Deficiency by the state and possible program termination.

Sponsor Agreements

Afterschool sponsors may be affiliated or unaffiliated with the centers/sites that provide the afterschool program. A sponsor of unaffiliated centers must enter into a formal agreement with the centers conducting the afterschool program activities. A sponsor of affiliated centers is not required to enter into a formal agreement; however, if an afterschool care program is operating at a location they do not own, such as a school, they must enter into an agreement with the site owner, manager, or school contact to use that location.

Unaffiliated Sponsoring Organization Agreements

Afterschool sponsors who do not own the afterschool program and do not provide the enrichment portion of the program must enter into an agreement with afterschool centers for the centers to participate in the CACFP. Two examples of the agreement, one for Self Prep and one for Meals Provided by Sponsor, are provided in this manual. You may use one of the state agreement forms or develop one of your own as long as it contains all of the required information.

Affiliated Sponsoring Organization Agreements

Afterschool sponsors who provide the meal and enrichment activity portion of the program but do not own the location where the program is held are required to have an agreement with the site at which they are providing the meals and enrichment activity.

The afterschool sponsor must sign an agreement with the property owner, manager, or school contact to provide permission to disperse meals at this location. An example of that agreement follows the two unaffiliated agreements.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

AGREEMENT BETWEEN UNAFFILIATED SPONSORING ORGANIZATION AND CHILD/ADULT CARE CENTER OR AT-RISK AFTERSCHOOL CENTER (SELF PREP)

INSTRUCTIONS: An original and a copy of this Agreement must be completed and signed by the sponsoring organization (SO) and the child care center/adult day care center/afterschool or at-risk center/site. The SO must retain the original and return a copy to the facility.

SPONSORING ORGANIZATION NAME, ADDRESS, AND CACFP CONTRACT NO.

CENTER/SITE OWNER NAME, ADDRESS AND BIRTHDATE

This Agreement is entered into between the above named SO and center/site owner. This Agreement specifies the rights and responsibilities of the SO and the center/site as participants in the DHSS CACFP.

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

1. In accordance with CACFP regulations, the SO agrees to accept financial and administrative responsibility for management and oversight of the CACFP. The SO agrees to:
 - a. Train center/site staff before they begin participating in the CACFP.
 - b. Offer additional training sessions scheduled at a time and place convenient to their center/sites and personnel not less than annually.
 - c. Respond to a center/site's request for technical assistance.
 - d. Provide CACFP record keeping forms to the center/site.
 - e. Distribute reimbursement to the center/site within five working days after the SO has received payment from DHSS.
 - f. Assure that all meals claimed for reimbursement are served to eligible participants without regard to race, color, national origin, age, sex, or disability and that all meals meet the meal requirements in the CACFP regulations.
 - g. Perform monitoring visits at least three times a year to ensure program regulation compliance.
2. The SO, DHSS, the U.S. Department of Agriculture (USDA), and other state and federal officials have the right to make announced or unannounced reviews of the center/site's operations and to have access to its meal service and records during its normal hours of operations. Anyone making such reviews must show photo identification.
3. The SO or the center/site may terminate this Agreement to participate in the CACFP for cause or convenience with 30 days written notice.
4. Fees charged to the center/site for CACFP administrative services shall not exceed _____ per (month/year) and must be itemized by activity.
5. The SO will reimburse the center/site for meals served using the current CACFP reimbursement rates.
6. The SO agrees to inform the facility owner of the option to participate as an independent center/site contractor directly in the CACFP.
7. A center/site owner is prohibited from transferring to another SO or voluntarily terminating from the CACFP when the current SO has identified a seriously deficient problem(s) that needs corrective action and is not corrected to the satisfaction of the current SO. The current SO shall notify the DHSS CFNA when a serious deficiency is initially identified and a date when the serious deficiency has been corrected to its satisfaction and the center/site is in good standing.
8. The sponsor shall provide adequate supervisory and operational personnel for the management and monitoring of the CACFP to assure successful operation by the center/site and the sponsor.

We CERTIFY that the center/site is not participating in the CACFP under any other SO or as an independent center/site. WE FURTHER CERTIFY that all of the above information is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in the Agreement. We understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.

RIGHTS AND RESPONSIBILITIES OF THE CENTER/SITE

1. Centers/Sites are required to keep record of:
 - a. Daily records of the children/adults in attendance and the number of meals, by type (breakfast, lunch, supper, and snacks), served to enrolled children/adults. Only one meal per child/adult may be claimed at each meal service.
 - b. Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service (cannot claim).
 - c. Copies of invoices, receipts, or other records as needed to show operating costs.
 - d. Copies of daily dated menus.

In addition, child care centers are required to keep record of:

 - e. Documentation of the enrollment of each child/adult, if applicable.
 - f. Documentation on family-size and income information used to determine eligibility for free or reduced-price meals for each child/adult reported as being in either need category, if applicable.
2. The center/site staff must attend at least one training session as required by the SO each year.
3. The center/site must allow representatives from the SO, DHSS, USDA, and other state and federal officials access to the center/site for the purpose of reviewing the CACFP operations. This will be done several times a year and will primarily be unannounced.
4. Child care center owners must tell the SO, without delay, the names of any participants added to or dropped from the enrollment for care, or if there are any changes in the center's license or approved status, if applicable.
5. The center/site must submit the meal count, attendance and menu records to the SO by the _____ day of each week/month. Failure to do so may result in loss of payment for that claim month.
6. Centers/sites must serve meals that meet the CACFP requirements for the ages of children/adults being served.
7. Centers may not claim more than two meals and one snack or one meal and two snacks per child in attendance per day. At-Risk Afterschool sites may not claim more than one meal and one snack per child in attendance per day. Meals must be served at no separate charge to enrolled children.
8. Child care centers will not receive reimbursement for meals served to children who are over 12 years of age or adult staff. Meals served to children of migrant workers age 15 years and under and disabled persons 18 years of age and under may be claimed when enrolled in a center for care. At-Risk Afterschool sites will not receive reimbursement for meals served to children over 18 unless disabled and enrolled in an accredited school program.
9. The center/site owner or the SO may end this Agreement to participate in the CACFP for cause or convenience by giving 30 days written notice.
10. The center/site must serve meals to all children without regard to race, color, national origin, sex, disability, or age.
11. Child care centers must furnish all eligible children/adults who are enrolled for care in its facility, including infants, access to CACFP meals. Even though an infant's parent or guardian may decline what is offered, and supply the infant's formula instead, the facility must offer the infant a meal that complies with program requirements, if applicable.
12. The center/site may apply to the DHSS as an independent center/site upon termination of this Agreement.

I understand that this child/adult care center/site can participate in the CACFP as an independent center/site but I choose to be sponsored by the above organization and I will comply with the rights and responsibilities outlined in this Agreement. I understand that this information is being given in connection with the receipt of federal funds.

TO BE COMPLETED BY SPONSORING ORGANIZATION

STARTING DATE	THIS CENTER HAS BEEN APPROVED TO SERVE THE FOLLOWING MEALS:					
	<input type="checkbox"/> Breakfast	<input type="checkbox"/> A.M. Snack	<input type="checkbox"/> Lunch	<input type="checkbox"/> P.M. Snack	<input type="checkbox"/> Supper	<input type="checkbox"/> Evening Snack
REPRESENTATIVE OF SPONSORING ORGANIZATION SIGNATURE	DATE	PROVIDER'S SIGNATURE	DATE			



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

AGREEMENT BETWEEN UNAFFILIATED SPONSORING ORGANIZATION AND CHILD/ADULT CARE CENTER OR AT-RISK AFTERSCHOOL CENTER (MEALS PROVIDED BY SPONSOR)

INSTRUCTIONS: An original and a copy of this Agreement must be completed and signed by the sponsoring organization (SO) and the child care center/adult day care center/afterschool or at-risk center/site. The SO must retain the original and return a copy to the facility.

SPONSORING ORGANIZATION NAME, ADDRESS, AND CACFP CONTRACT NO.

CENTER/SITE OWNER NAME, ADDRESS AND BIRTHDATE

This Agreement is entered into between the above named SO and center/site owner. This Agreement specifies the rights and responsibilities of the SO and the center/site as participants in the DHSS CACFP.

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

1. In accordance with CACFP regulations, the SO agrees to accept financial and administrative responsibility for management and oversight of the CACFP. The SO agrees to:
 - a. Train center/site staff before they begin participating in the CACFP.
 - b. Offer additional training sessions scheduled at a time and place convenient to their center/sites and personnel not less than annually.
 - c. Respond to a center/site's request for technical assistance.
 - d. Provide CACFP record keeping forms to the center/site.
 - e. Assure that all meals claimed for reimbursement are served to eligible participants without regard to race, color, national origin, age, sex, or disability and that all meals meet the meal requirements in the CACFP regulations.
 - f. Perform monitoring visits at least three times a year to ensure Program regulation compliance.
2. The SO, DHSS, the U.S. Department of Agriculture (USDA), and other state and federal officials have the right to make announced or unannounced reviews of the center/site's operations and to have access to its meal service and records during its normal hours of operations. Anyone making such reviews must show photo identification.
3. The SO or the center/site may terminate this Agreement to participate in the CACFP for cause or convenience with 30 days written notice.
4. Fees charged to the center/site for CACFP administrative services shall not exceed _____ per (month/year) and must be itemized by activity.
5. The SO will reimburse the center/site for meals served using the current CACFP reimbursement rates.
6. The SO agrees to inform the facility owner of the option to participate as an independent center/site contractor directly in the CACFP.
7. A center/site owner is prohibited from transferring to another SO or voluntarily terminating from the CACFP when the current SO has identified a seriously deficient problem(s) that needs corrective action and is not corrected to the satisfaction of the current SO. The current SO shall notify the DHSS-CFNA when a serious deficiency is initially identified and a date when the serious deficiency has been corrected to its satisfaction and the center/site is in good standing.
8. The sponsor shall provide adequate supervisory and operational personnel for the management and monitoring of the CACFP to assure successful operation by the center/site and the sponsor.

We CERTIFY that the center/site is not participating in the CACFP under any other SO or as an independent center/site.

WE FURTHER CERTIFY that all of the above information is true and correct to the best of our knowledge, and that we will comply with the rights and responsibilities outlined in the Agreement. We understand that this information is being given in connection with the receipt of federal funds; that Department officials may, for cause, verify information; and that deliberate misrepresentation may subject us to prosecution under applicable state and federal criminal statutes.

RIGHTS AND RESPONSIBILITIES OF THE CENTER/SITE

1. Centers/Sites are required to keep record of:
 - a. Daily records of the children/adults in attendance and the number of meals, by type (breakfast, lunch, supper, and snacks), served to enrolled children/adults. Only one meal per child/adult may be claimed at each meal service.
 - b. Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service (cannot claim).
 - c. Copies of daily dated menus.In addition, child care centers are required to keep record of:
 - d. Documentation of the enrollment of each child/adult, if applicable.
 - e. Documentation on family-size and income information used to determine eligibility for free or reduced-price meals for each child/adult reported as being in either need category, if applicable.
2. The center/site staff must attend at least one training session as required by the SO each year.
3. The center/site must allow representatives from the SO, DHSS, USDA, and other state and federal officials access to the center/site for the purpose of reviewing the CACFP operations. This will be done several times a year and will primarily be unannounced.
4. Child care center owners must tell the SO, without delay, the names of any participants added to or dropped from the enrollment for care, or if there are any changes in the center's license or approved status, if applicable.
5. The center/site must submit the meal count, attendance and menu records to the SO by the _____ day of each week/month. Failure to do so may result in loss of payment for that claim month.
6. Centers/sites must serve meals that meet the CACFP requirements for the ages of children/adults being served.
7. Centers may not claim more than two meals and one snack or one meal and two snacks per child in attendance per day. At-Risk Afterschool sites may not claim more than one meal and one snack per child in attendance per day. Meals must be served at no separate charge to enrolled children.
8. Child care centers will not receive reimbursement for meals served to children who are over 12 years of age or adult staff. Meals served to children of migrant workers age 15 years and under and disabled persons 18 years of age and under may be claimed when enrolled in a center for care. At-Risk Afterschool sites will not receive reimbursement for meals served to children over 18 unless disabled and enrolled in an accredited school program.
9. The center/site owner or the SO may end this Agreement to participate in the CACFP for cause or convenience by giving 30 days written notice.
10. The center/site must serve meals to all children without regard to race, color, national origin, sex, disability, or age.
11. Child care centers must furnish all eligible children/adults who are enrolled for care in its facility, including infants, access to CACFP meals. Even though an infant's parent or guardian may decline what is offered, and supply the infant's formula instead, the facility must offer the infant a meal that complies with program requirements, if applicable.
12. The center/site may apply to the DHSS as an independent center/site upon termination of this Agreement.

I understand that this child/adult care center/site can participate in the CACFP as an independent center/site but I choose to be sponsored by the above organization and I will comply with the rights and responsibilities outlined in this Agreement. I understand that this information is being given in connection with the receipt of federal funds.

TO BE COMPLETED BY SPONSORING ORGANIZATION

STARTING DATE	THIS CENTER HAS BEEN APPROVED TO SERVE THE FOLLOWING MEALS: <input type="checkbox"/> Breakfast <input type="checkbox"/> A.M. Snack <input type="checkbox"/> Lunch <input type="checkbox"/> P.M. Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack		
REPRESENTATIVE OF SPONSORING ORGANIZATION SIGNATURE	DATE	PROVIDER'S SIGNATURE	DATE



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
SPONSOR/SITE AGREEMENT FOR THE AT-RISK AFTERSCHOOL PROGRAM

NAME OF THE SPONSOR REQUESTING TO USE THE SITE FOR MEAL SERVICE:	
NAME OF SITE:	
ADDRESS OF SITE:	
NAME AND TITLE OF THE SITE'S OWNER/PROPERTY MANAGER/SCHOOL CONTACT:	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT'S TELEPHONE NUMBER:	
<p>THE SPONSOR NAMED ABOVE AGREES TO:</p> <p>Serve meals to children 18 years of age and under, or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled.</p> <p>Ensure attendance is taken and an enrichment activity is provided.</p> <p>Serve meals that meet the minimum meal pattern requirements.</p> <p>Provide staff that have been trained on all required topics to ensure there is adequate supervision of the site during the meal service.</p> <p>Monitor the site according to regulations and address any problems/issues found during meal service.</p> <p>Follow all safety and sanitation guidelines when preparing and serving meals, and maintain the site by removing all garbage and waste to the proper receptacles or by removing all trash from the site.</p> <p>Adhere to the Sponsor and Owner/Property Manager/School Contact's signed Site Agreement.</p> <p>Sponsor must notify the Owner/Property Manager/School Contact if the Sponsor is not able to comply with the above agreement.</p> <p>The Owner/Property Manager/School Contact may terminate the agreement with the Sponsor for failure to comply with the items listed on this agreement, but must give _____ days' notice for termination.</p> <p>The Site Property Owner/Manager agrees that the Sponsor may use this location to serve At-Risk Afterschool meals.</p>	
SIGNATURES	
OWNER/PROPERTY MANAGER/SCHOOL CONTACT OF THE SITE	DATE
CACFP SPONSOR REPRESENTATIVE	DATE

Discovering Problems

The following is a management assessment tool that describes some of the more common indicators of program mismanagement identified through federal and state-level internal controls.

Child and Adult Care Food Program Institutions Indicators of Potential or Existing Problems (RED FLAGS!)

Budget/Claim for Reimbursement

- Year-to-date claims do not reflect the approved budget.
- Questionable or potentially fraudulent meal-claiming practice (e.g., meals claimed when the facility is closed).
- Expenditures charged to the nonprofit food service that are not listed on the budget approved by the state agency.

Operational Oversight

- No qualified accountant or an adequate accounting information system.
- Lack of internal controls (e.g. inadequate separation of duties, position held by family member limits internal control).
- Related party transactions (e.g., when the director or family member is the owner of the catering company used for contracted meals or owner of the rented property housing the CACFP facility).
- Absentee management.
- Substantial difference between the number of participants observed at meal time during the monitoring review and the Average Daily Participation (ADP) for the same meal for the review month.

Audits

- Required audits or monitoring reviews are not performed by SOs.
- Management/Board of Directors does not follow up on corrective action taken.

Other

- Health and safety concerns reported from any source.