

## FFY 2024 CACFP SYSTEM IS NOW OPEN FOR RENEWALS

The annual CACFP Application renewal period has begun! The Federal Fiscal Year (FFY) 2024 CACFP system is now open, and your renewal updates must be completed no later than **September 15, 2023**.

Review the checklist below to ensure all required documentation has been completed and submitted to the Missouri Department of Health and Senior Services, Community Food and Nutrition Assistance (DHSS-CFNA).

Supporting documentation should be uploaded on the checklist tab of the CNP web. If you are unable to submit via CNPWeb, you may also email or fax the documentation to DHSS-CFNA [or](mailto:CACFP@health.mo.gov) mail it to the address below. Please include your **Sponsor Name** and **Sponsor Number** on all correspondence. **Do not reply directly to this email.** Contact information follows:

Email: [CACFP@health.mo.gov](mailto:CACFP@health.mo.gov)

Fax: (573) 526-3679

or

Missouri Department of Health and Senior Services  
Bureau of Community Food and Nutrition Assistance  
P.O. Box 570  
Jefferson City, MO 65102

- **Online CACFP Application and Quick Reference Guides are posted on the CACFP website at:**  
<https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/index.php> under **Links to Important Information** and on the **CNPWeb** at <https://mo.cnpus.com/CNP/Login>.

On or after August 14, 2023, please log in to the CNPWeb Applications System to complete the 2024 renewals. Add and complete all required fields in the Sponsor Information Sheet, the Center Information Sheet(s), Management Plan, and Budget. Some fields will automatically populate based on information entered in FFY23. Please review these fields for accuracy and update them as needed.

- **Overlap**-child care centers and homes approved by the Department of Elementary and Secondary Education, Office of Childhood-Child Care Compliance (OOC-CCC) for an overlap must submit a new overlap if the license capacity has changed. On your FFY 2024 Center Information Sheet, be sure to update the overlap capacity and ensure the time frames approved on your overlap covers the meal time(s). Overlap can be approved for 1/3 over capacity for two hours during designated time.
- **Shift care**- is the term used to describe caring for children during different time periods during the day. Explain details under general comments on the center information sheet. *For example, a center that cares for 10 children from 7:30 am to 12:30 pm and a different group of children from 12:45 pm to 5:00 pm after the first group goes home is providing shift care, lunch meal can be approved to cover both*

*groups of children. Shift care is not the same as overlap. Serving meals at different times by classroom/age group is not considered shift care.*

- **Budget-** Must be completed by all Sponsors at renewal. (Please note: it is a new requirement that Independent Sponsors must complete a budget every year.)
- **Management Plan-** Must be completed by all Sponsors at renewal. (Please note: this is a new requirement for Independent Sponsors.)
- **Financial Documentation/Bank Statements** – Due to instruction from USDA regarding the certification of a sponsor's financial viability, at least one month of bank statements or Profit/Loss statements will be required to be uploaded in the Checklist tab. (Please note: bank statements are not required for schools and government entities.)

✓ **Sponsoring Organizations with Center Changes**

- Sponsoring Organizations adding a new center(s) not in the CNPWeb, must submit a Center/Site Eligibility Questionnaire which can be found at: [center-site-eligibility-questionnaire.docx \(live.com\)](#). An enrollment roster must also be submitted for a private for-profit organization which can be found at: <https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/how-to-apply.php>.
- Sponsoring Organizations that would like to reopen a past center application must submit a request by email to DHSS-CFNA at [CACFP@health.mo.gov](mailto:CACFP@health.mo.gov) for that center application to be opened. Please include the exact center number and name.
- If a center/site that has been under your Sponsoring Organization will not be participating in FFY 2024, please email DHSS-CFNA regarding this change.

✓ **Sponsors of At-Risk Afterschool Programs**

If the afterschool program is **not** owned and operated by a school district, it ***must*** have an annual Fire Inspection, Sanitation Inspection, and must be approved by the OOC-CCC as Licensed or License Exempt. Copies of the inspections must be uploaded to the checklist on the CNPWeb at renewal. If you are not able to upload the documents, please email, fax, or mail them to DHSS-CFNA.

Renewing At-Risk Afterschool Care Sponsors that are adding a new site(s)/center(s), must submit Center/Site Eligibility Questionnaire for those sites/centers, as noted above. If you do not have a license or a license exempt status, submit a [Program Evaluation Questionnaire \(MO500-3297\)](#) to OOC-CCC for determination.

At-Risk Afterschool Program Sponsors, which are operating at a location they do not own, must have a **Sponsor/Site Agreement** which must be resigned annually. The site renewal will not be approved to operate until the agreement is complete and submitted. DHSS-CFNA has a template available at: [11-sponsor-site-agreement.pdf \(mo.gov\)](#).

✓ **Unique Entity Identifier (UEI)**

All CACFP Sponsors are required to have a UEI. This is due to a federal government-wide conversion from using the Data Universal Numbering System (DUNS) to a new non-proprietary identifier, the UEI issued at SAM.gov.

- If you already have a UEI, continue to complete the ASIF, see section below on the ASIF.
- If you do not have a UEI, Go to [Annual Subrecipient Information Form \(ASIF\) Form | Health & Senior Services \(mo.gov\)](https://health.mo.gov/information/asif/index.php) and click on the appropriate box outlined in blue on this webpage to apply for a UEI at SAM.gov. Step by step instructions and a video are available on the above website to assist you in applying for a UEI.
- Allow the UEI to be displayed as public record (this is the default setting). Note: no sensitive information will be displayed; this allows DHSS-CFNA to verify you have a UEI.
- You will receive a message that you have been assigned a UEI; please take a screen shot and save for your records.

✓ **Annual Subrecipient Information Form (ASIF)**

All Sponsors must complete the ASIF every calendar year. The ASIF requires your UEI for completion.

To complete the ASIF, You will need:

1. Organization's federal taxpayer ID number (FEIN/EIN)
2. Organizations UEI
3. Organizations zip +4 code
4. Congressional District

Links to #3 and #4 can be found on the ASIF webpage.

The ASIF webpage is located at: <https://health.mo.gov/information/asif/index.php>. Once on the webpage, scroll to bottom of the screen and click on the blue box labeled "Click here to complete the ASIF".

The ASIF must be completed by the Administrator/Director, Executive Director, primary financial executive, Board President or authorized representative with knowledge of the administrative operations of your organization/entity.

Once you submit your information you will have the opportunity to **download a copy**. This is the only confirmation of completion you will receive. DHSS will not be able to reproduce the data in a report for you.

**NOTE: It is recommended that you complete the form in one session to avoid possibly timing out.**

✓ **Single Audit documents – Do not send your Single Audit documents to CACFP.**

A Single Audit is required if the total of your federal expenditures in any fiscal year meet or exceed \$750,000, regardless of source (see 2 CFR 200.500).

Single Audit reports are required to be uploaded to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.

✓ **No Tax Due documentation**

If expired, DHSS-CFNA will request updated No Tax Due documentation. The Sponsor must follow the Missouri Department of Revenue link provided to obtain **No Tax Due**

**Documentation:** <https://dor.mo.gov/forms/943.pdf>.

In the Reason(s) for Request section, select number 3 on Form 943 (located at the link above).

✓ **Business Status information**

Ensure information on the Secretary of State website is up to date. If not up to date, Sponsor must update **Business Status information** from the Secretary of State's Office for Corporations, Limited Liability Companies, and Fictitious Name Registration at:

<https://www.sos.mo.gov/business/corporations> .

✓ **Department of Elementary and Secondary Education, Office of Childhood-Child Care Compliance**

Ensure that the information on your center information sheet(s) includes the most current and correct license information as shown on your child care license. **You do not need to send a copy to DHSS-CFNA.** Maintain license at center(s).

✓ **Adult Day Care Center License**

Ensure that the information on your center information sheet(s) includes the most current and correct license from the **Section for Long Term Care Regulation for Adult Day Care Centers**. You must submit a copy to DHSS-CFNA if your license has expired or if you are a new adult day care center under a Sponsoring Organization.

✓ **Food Service Management Contract (FSMC)**

Ensure that the information on your center information sheet(s) includes the current Food Service Management contractor name and approval date, or update as needed. If the FSMC has expired, [submit](#) a copy of the new FSMC to DHSS-CFNA. The current FSMC must be on file at DHSS-CFNA. You must also submit two weeks of menus, copy of the contractor's sanitation inspection, and a copy of the contractor's business license with your updated FSMC.

FSMC contract instructions and forms can be found at:

<https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/food-serv-man-contracts.php>

**Please note:** The original CACFP Contract Agreement must be available and on file at the Institution and/or Sponsoring Organization. If you cannot locate your CACFP Contract Agreement, please contact our office at the number below. You do not need to send this in with your renewal information. This will be verified at monitoring reviews.