

Missouri Department of Health and Senior Services
Child and Adult Care Food Program
Sponsoring Organization of Homes
Policy and Procedure Manual

Entire Policy and Procedure Manual [Last updated 7/08]

[Table of Contents](#)

[Index](#)

Chapter 1.	Program Overview	
[10/03]	Introduction	1.1
[10/03]	Program History	1.2
[5/1/03]	Program Administration	1.3
[10/03]	State Assistance	1.4
[2/06]	Definitions	1.5
[10/03]	Acronyms	1.6
Chapter 2.	Eligibility Requirements	
[10/03]	Sponsoring Organizations	2.1
[10/03]	Family Child Care Homes	2.2
[3/04]	Incorporated Family and Group Child Care Homes	2.3
Chapter 3.	Applying to the Program	
[10/03]	Sponsor Applications	3.1
[2/06]	Provider Applications	3.2
[10/03]	Contract and Scope of Work	3.3
Chapter 4.	The Reimbursement System	
[10/03]	Advances	4.1
[10/03]	Start-Up Payments	4.2
[7/08]	Reimbursement Rates	4.3
[4/08]	Deadlines for Claim Submission	4.4
[2/06]	Claims Processing	4.5
[2/07]	Access to the CACFP Web-Based System	4.6
Chapter 5.	Requirements of Management	
[10/03]	Application Renewal	5.1
[2/06]	Updating Application Information	5.2
[1/06]	Adds/Deletes, Probationary Periods	5.3
[2/06]	Home Provider Transfers	5.4
[2/06]	Termination of Agreements for Convenience or Cause and the Serious Deficiency Process	5.5

Missouri Department of Health and Senior Services
 Child and Adult Care Food Program
 Sponsoring Organization of Homes
 Policy and Procedure Manual

[10/03]	Staffing	5.6
[2/06]	Program Assistance	5.7
[6/15/05]	Provider Claim Review Procedures	5.8
[6/15/05]	Reduction of Reimbursement	5.9
[2/06]	Required Recordkeeping	5.10
[6/15/05]	Required Records – Child Care Homes	5.11
[11/03]	Documentation of Shift Care or Overlap Care	5.12
[11/03]	Documenting Net Child Care Income	5.13
[11/03]	Agreement with Homes	5.14
[2/06]	Criteria for Claiming Meals	5.15
[11/03]	Civil Rights Data Collection	5.16
[11/03]	Civil Rights Complaint Procedure	5.17
[11/03]	Recruiting Procedures	5.18
[11/03]	Disbursement of Payments	5.19
[6/15/05]	Training to Providers and Monitors	5.20
[11/03]	Hiring of Home Providers	5.21
[11/03]	Payments to Sponsor’s Employees	5.22
[11/03]	Termination of Nonparticipating Providers	5.23
[3/05]	Household Contacts	5.24
[3/05]	CACFP Survey for Child Care Homes	
[3/05]	Letter to Parent about CACFP Survey	

Chapter 6. Financial Management

[11/03]	Financial Management Standards	6.1
[11/03]	Factors Affecting Allowability of Costs	6.2
[11/03]	Allocation of Costs	6.3
[11/03]	Typical Allowable Costs and Restrictions	6.4
[11/03]	Allowable Costs with Approval of MDHSS	6.5
[11/03]	Unallowable Costs	6.6
[2/04]	Methods of Recovering Money By SO	6.7

Chapter 7. The Monitoring Visit

[10/03]	Areas Which Will Be Monitored	7.1
[6/15/05]	Monitoring Requirements	7.2
[6/15/05]	Enrollment, Attendance, & Meal Count Verification	7.3
[10/03]	Meal Service Compliance	7.4
[10/03]	Eligibility for Tier I Reimbursement Rates	7.5
[6/15/05]	Monitoring and Training of Providers	7.6
[10/03]	Receipt and Disbursement of CACFP Funds	7.7
[10/03]	Administrative Costs	7.8
[10/03]	Disallowances/Deficiencies	7.9

Missouri Department of Health and Senior Services
 Child and Adult Care Food Program
 Sponsoring Organization of Homes
 Policy and Procedure Manual

Chapter 8. Recordkeeping

[11/03]	Retention of Records	8.1
[11/03]	Purpose of Records	8.2
[2/06]	Child Care Homes	8.3
[11/03]	Records to Support Compliance	8.4
[1/06]	Records to Support the Claim	8.5
[11/03]	Records to Support Administrative Costs	8.6

Chapter 9. Tiering/Eligibility Guidance

[2/06]	Classification of Family Child Care Homes	9.1
[1/06]	Tier I Family Child Care Homes	9.2
[1/06]	Use of School Data/Documentation Requirements	9.3
[1/06]	Use of Census Data/Documentation Requirements	9.4
[8/04]	Provider’s Household Income or Categorical Eligibility/Documentation Requirements	9.5
[8/04]	Tier II Family Child Care Homes	9.6
[8/04]	Mixed Tier II Family Child Care Homes	9.7
[8/04]	Provider’s Own Children	9.8
[8/04]	Determination of Individual Household Income	9.9
[8/04]	Absent Providers	9.10
[8/04]	Effective Dates for IEFs	9.11
[6/15/05]	Categorical Eligible Programs	9.12
[8/04]	Press Release	9.13

Chapter 10. Meal Pattern

[3/04]	Requirements for Meals Age 1-12	10.1
[3/25/04]	Meal Requirements-Birth Through 11 Months	10.2
[3/25/04]	Component Definitions	10.3
[3/25/04]	Types of Meal Service	10.4
[3/25/04]	Substitutions	10.5
[3/25/04]	Parents Providing Food	10.6
[3/25/04]	Meals Eaten at Another Location	10.7
[3/25/04]	Processed Foods	10.8
[12/90]	Home Processed Foods	10.9
[11/17/97]	Crediting Yogurt	10.10
[2/06]	Claiming Infants	10.11
[8/06]	Meal Service Times	10.12

Chapter 11. Procurement

[7/04]	Overview	11.1
[7/04]	Determining the Purchase Method	11.2

Missouri Department of Health and Senior Services
Child and Adult Care Food Program
Sponsoring Organization of Homes
Policy and Procedure Manual

[7/04]	Criteria for Awarding Bids or Proposals	11.3
[7/04]	General Contract Provisions	11.4
[7/04]	Standards of Conduct	11.5
[7/04]	Contracting with Small and Minority Firms	11.6

Chapter 12. Complaint and Appeal Procedures

[4/1/03]	Actions Which Can Be Appealed	12.1
[4/1/03]	Types of Appeals	12.2
[4/1/03]	Filing a Request	12.3
[4/1/03]	Determination of the Hearing Officer	12.4
[4/1/03]	Appeal of Propose to Terminate Seriously Deficient	12.5
[4/1/03]	Civil Rights Complaint Procedure	12.6
[4/1/03]	Child Care Homes	12.7
[4/1/03]	Combined Administrative Reviews	12.8
[4/1/03]	Abbreviated Administrative Review	12.9
[4/1/03]	Payments During the Administrative Review Process	12.10
[4/1/03]	Actions Not Subject to Administrative Review	12.11

Attachments:

[Index](#)

[Food Chart – Infants](#)

[Food Chart – Children](#)

[Hot Dogs, Weiners, and Franks – Creditable and Non-Creditable](#)