



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE
 SUMMER FOOD SERVICE PROGRAM
SITE CHANGE WORKSHEET

SPONSOR NAME		CONTRACT NUMBER	DATE
<p>The Sponsor shall inform MDHSS-BCFNA of changes in the application information throughout the program period. Changes may be faxed to 573-526-3679 or mailed to Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, Missouri, 65102. Changes should be sent as soon as they are known. The Sponsor must notify MDHSS-BCFNA by 2:00 p.m. the day before the anticipated change is to take place. Failure to meet this deadline will result in disallowed meals. SEE ADDITIONAL INSTRUCTIONS ON REVERSE</p>			
SITE NAME & ADDRESS	CHANGE REQUESTED	EFFECTIVE DATES	
		FROM	TO
SPONSOR SIGNATURE	DATE	MDHSS USE ONLY	
		DATE ENTERED	INITIALS

SITE CHANGE WORKSHEET INSTRUCTIONS:

Sponsors are required to contact MDHSS-BCFNA to report any site changes. Site changes can be entered on-line at: <http://dhssweb04.dhss.mo.gov/cnp> or reported using the Site Change Worksheet. **On-line submission of site changes is preferred. Submit into Pending Approval status.** The Sponsor must notify MDHSS-BCFNA if any of the following occur:

- Changes in meal service times
- Changes in meal types
- Increases in vended caps (i.e., estimated number of children to be served at each meal or snack service)
- Changes in operations—site closed (temporarily), field trips, etc.
- Start/Stop date change
- Extending site operations
- Permanent site closings
- Sites that were approved for operation, but never opened
- Changes in personnel—report changes of administrative personnel who serve as contacts to MDHSS-BCFNA. Site supervisory personnel changes must also be reported to MDHSS-BCFNA.
- Increases in the numbers served - if the overall number of participants served increases, report the new level to MDHSS-BCFNA.

This information must be updated on-line or submitted to MDHSS-BCFNA so the Sponsor's file can be updated. Failure to update this information could cause a claim for reimbursement to be rejected by the claims payment system and result in delayed and/or reduced payment.

The Sponsor must notify MDHSS-BCFNA by 2:00 p.m. the day before the anticipated change is to take place. Failure to meet this deadline will result in disallowed meals. If a change is to occur on a Monday, the sponsor is required to notify MDHSS-BCFNA by 2:00 p.m. on the preceding Friday. Keep copies of your Change Forms on file with other SFSP documentation.

In emergency situations, such as fire, flood, or transportation breakdowns, contact MDHSS-BCFNA at 888-435-1464 as soon as possible, once the situation has been assessed.

The following changes CANNOT be done using the Site Change form.

- New site openings – *The Site Change Sheet CANNOT be used to open a new site. Sponsors must submit a Site Information Sheet (CACFP-1001) along with site eligibility documentation (school data or census data). New sites may not operate until approved by the MDHSS-BCFNA.*

If the site location changes – *The sponsor must submit a new Site Information Sheet prior to operating at the new location. Meals served at the new location may not be claimed for reimbursement until the new site has been approved by MDHSS-BCFNA.*