



Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance (CFNA)
Child and Adult Care Food Program (CACFP)

Annual Extension of Contracts Greater Than \$250,000.00

The Annual Extension of Food Service Contract may be used by sponsors and independent centers that have an approved food service contract with an extension clause. The extension clause allows sponsors/centers to extend an existing contract each year for up to four times for a total of five years, including the original contract. The original contract is the first year of the Food Service Contract, which was competitively procured and specified the terms for contract renewals. To utilize the extension clause, follow the steps below. If your organization elects not to use the extension clause, please follow the procedures for a new agreement or contract. Contact the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) if you need assistance.

1. Before the current agreement or contract expires, contact your current Food Service Management Company (FSMC) and offer to extend the existing agreement or contract for another year.
2. Inform the FSMC that the terms and conditions of the original agreement or contract must remain the same, except the price. The price per meal may be negotiated but cannot be an amount "greater than the annual percentage increase of Child and Adult Care Food Program (CACFP) reimbursement rates from the prior yearly level". CACFP reimbursement rates are updated annually July 1st at www.health.mo.gov/cacfp.
3. If the FSMC agrees to maintain the current price or an amount not greater than the annual percentage increase of the CACFP reimbursement rates, send the Annual Extension of Food Service Contract with the completed Meal Unit Price Schedule to the FSMC for their acceptance and signature. Once the extension is signed by the FSMC and returned to the sponsor/center, and determined to be satisfactory, the authorized sponsor/center representative should sign the extension.
4. If the FSMC wants the price increase to be greater than the CACFP annual percentage increase, the existing contract cannot be extended. In this case, the sponsor will be required to send out for bid for the food service contract.
5. The completed extension and a current two week (or greater) menu must be submitted to the DHSS-CFNA office prior to the expiration of the contract.

Send completed form within 5 days of signing to:

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Child and Adult Care Food Program
P.O. Box 570
Jefferson City, MO 65102
Fax: 573-526-3679
E-mail: CACFP@health.mo.gov



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Annual Extension of Food Service Contract

The signed Food Service Contract between the sponsor/center and the Food Service Management Company (FSMC), originally executed for the period ___/___/___ through ___/___/___, included the provision to extend the existing contract each year under the same terms and conditions for up to four times for a total of five years, including the original contract. This is the _____ year of the contract, counting the original year of the contract and renewals.

The sponsor offers to extend the contract on the same terms and conditions in accordance with the Meal Unit Price Schedule below for a period of one year. The extension can be used only if the total unit price for meals does not exceed the percentage increase in the CACFP reimbursement rates from the previous year's rate.

This extension is in effect from: ___/___/___ through ___/___/___.

Meal Unit Price Schedule

	Breakfast	Lunch	Supper	AM Snack	PM Snack	Total
Current unit price	\$	\$	\$	\$	\$	\$
New unit price	\$	\$	\$	\$	\$	\$

IN WITNESS WHEREOF, the parties hereto have executed this extension to the original contract the day, month, and year indicated above.

 Sponsor Name

 Authorized sponsor/center representative name (print) Title

 Signature Date

 Food Service Management Company (FSMC)

 FSMC representative name (print) Title

 Signature Date

 Address Phone Number

Sponsors are required to keep this extension and the current 4-week cycle menu on file.