

CONTENT AND FREQUENCY OF ENROLLMENT FORMS

CACFP Policy 05-03

Purpose

To set forth requirements regarding the content and frequency of enrollment forms in the CACFP

Scope

Institutions and facilities participating in the Child and Adult Food Program with the exception of At-Risk Afterschool Meals programs, Outside School Hours programs, and Emergency/Homeless Shelters.

Description

For purposes of this instruction, enrolled child means a child whose parent or guardian has submitted to an institution a signed document that indicates that the child is enrolled for childcare.

For each child in CACFP (except those in at-risk afterschool meals programs, outside-school-hours centers, and emergency/homeless shelters), enrollment forms shall be collected annually, be signed by a parent or guardian, and shall include information on each child's normal days and hours in care and meals received in care. The parent/guardian must sign the enrollment form each year, even if there is NO change in days, hours, and/or meals.

For each adult in a CACFP participating adult daycare, enrollment forms must be collected initially, but do not need to be recollected annually as long as an original enrollment is maintained and accurate.

Institutions may develop their own enrollment form and have it approved by the state agency or use the form developed by the State Agency (attachment A-child enrollment, attachment B-adult enrollment). In either case, the above-required documentation shall be kept along with other required CACFP record keeping forms.

Family Day Care Sponsors Using Minute Menu:

Upon initial enrollment into the home, the parent/guardian must complete, sign and date an enrollment form. A provider may then renew the enrollment annually by printing out the enrollment information from Minute Menu and having the parent mark any changes and initialing next to each of their children's information. If enrollment is renewed in this manner (and a new enrollment form is not completed) the original enrollment must be maintained while the child is in care at that site plus three additional full fiscal years after they are no longer enrolled at that site.

Sources

Indiana Department of Education, School and Community Nutrition Programs

CHILD ENROLLMENT FORM

IDOE/CACFP
July 2012

Name of Institution: _____

Sponsor ID Number: _____

Name of Facility: _____

Child's Name: _____

Birthdate: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please enter the normal hours your child is in care on the specific days of care.							
Please check (√) the meals your child normally receives while in care.	Breakfast___ AM snack___ Lunch___ PM snack___ Supper___ Night snack___						
<p>If your school-age child will be in attendance outside of the regular hours indicated above (snow days, school breaks, etc.) Please check (√) here _____</p>							

This information is required by CACFP federal regulations at §226.15 (e)(2) and (3) for each enrolled participant, and must be updated **annually**.

Printed name of parent/guardian: _____

Phone Number: _____

Signature of parent/guardian: _____

Date: _____

ADULT ENROLLMENT FORM

IDOE/CACFP
July 2015

Name of Institution: _____

Sponsor ID Number: _____

Name of Facility: _____

Participant's Name: _____

Birthdate: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please enter the normal hours the participant is in care on the specific days of care.							
Please check (✓) the meals the participant normally receives while in care.	Breakfast___ AM snack___ Lunch___ PM snack___ Supper___ Night snack___						

This information is required by CACFP federal regulations at §226.15 (e)(2) and (3) for each enrolled adult participant upon initial enrollment in the Child and Adult Care Food Program or upon significant changes to days and hours normally in care.

Printed name of participant
or adult household member: _____

Phone Number: _____

Signature of participant
or adult household member: _____

Date: _____