

John R. Kasich, Governor  
Dr. Richard A. Ross, Superintendent of Public Instruction

**CHILD AND ADULT CARE FOOD PROGRAM  
FISCAL YEAR 2014  
POLICY MEMORANDUM**

**TO:** Independent Center Sponsors or Sponsoring Organizations (multi-site) Operating Licensed Child Care Centers and/or Head Start Centers

**FROM:** Mary Kershaw, CACFP Assistant Director

**DATE:** September 11, 2013  
Replaces 2005 Memorandum First Issued March 31, 2005 and Revised on August 25, 2005  
And Revised June 12, 2013

**SUBJECT:** **Enrollment Forms for Child Care Centers or Head Start Centers**  
NOTE: Outside-School-Hours Centers, Youth Development Centers, After School At Risk Centers and Emergency Shelters are exempt from having enrollment forms on file.

On October 1, 2004, the "Child and Adult Care Food Program: Improving Management and Program Integrity" 2<sup>nd</sup> Interim Rule went into effect and included changes regarding enrollment form requirements. 7CFR 226.15 (e) (2) states that documentation of enrollment must be collected and maintained for each child at the child care center. The enrollment form at minimum must be updated annually and include:

1. Child's name
2. \* Child's normal days of care
3. \* Child's normal hours of care
4. \* Meals child normally receives while in care
5. Date when form was completed by parent or legal guardian
6. Signature of parent or legal guardian

**The use of the ODJFS Enrollment and Health Information Form is no longer considered an acceptable enrollment form for CACFP. A CACFP prototype Enrollment Form has been developed for sponsor use.** If a sponsor decides to develop own CACFP enrollment form, the form must contain all required information and be approved by the State Agency prior to use.

**PROCEDURES**

The intent of an enrollment form is to ensure that the child's presence in the center and the child's normal schedule are annually verified by the parent or guardian. The enrollment form is a tool for verifying the validity of meal counts by helping the sponsor determine the quality and accuracy of the meal counting process in its centers. Enrollment forms will also be helpful during State or Federal reviews in validating sponsor's claims.

Failure to have a child's enrollment form on file or enrollment forms that do not meet all new requirements will result in a finding during a State Agency Management Evaluation and require corrective action. Failure to have a majority of enrollment forms on file or if a majority of enrollment forms do not contain the required information, the institution will be determined to be serious deficient and provided the opportunity for corrective action.

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## Policy Memorandum Continued; Enrollment Forms

### REQUIRED

- In Ohio, licensed child care centers and Head Start Centers must have an enrollment form on file for each child in care.
- Enrollment form requirements:
  - a. A separate enrollment form must be completed for each child, including infants.
  - b. All parts of the form are to be completed by parent/guardian including normal days, hours and meals.
  - c. If the child is of school age and attends the center either before and/or after school, the enrollment form must have listed the child's normal hours in care both before and/or after school.
  - d. Enrollment forms for new children need to be completed and on file by the end of the calendar month in which the child was first in attendance (for example: a child's first attends on April 13<sup>th</sup>. Their enrollment form needs to be on file on or before the 30<sup>th</sup>).
  - e. Enrollment forms must be completed annually. The form is valid for 12 months following the month the parent/guardian dated the form. For example: Parent dated the form on 7/12/2013; form would expire on 7/31/2014.
  - f. When updating enrollment forms, no matter what date in a month the enrollment form is signed, it is valid for the entire month (for example: if form is completed and signed on April 29<sup>th</sup> it would valid beginning on April 1st).

### RECOMMENDED

- It is recommended the enrollment form be included in the center's enrollment packet (usually consisting of forms and center information) that is provided to parents when they visit your center and inquire about enrollment.
- For convenience and when applicable, sponsor may want to distribute enrollment forms at the same time income eligibility forms are distributed to parents/guardians so that both forms will have the same expiration date.
- Sponsors should assign a specific person who will be responsible for overseeing that enrollment forms are collected when children start and updated annually by parent/guardian. Use the Master List form which has a column title "Date Enrollment Form Signed" to track when forms expire.
- It is recommended that the original enrollment form be kept on file at the sponsor's main office. If desired, copies can be kept on file at each center/site.
- Enrollment forms should not be filed in each child's individual file folder. It is suggested they be filed with the child's income eligibility form if one is on file. If not, forms could be filed together in a folder or notebook in same order as recorded on the master list.
- If a child's normal hours and days of attendance should change, the parent would not have to complete another enrollment form but they may elect to do so. Once completed the enrollment form is valid for 12 months.
- If a parent knows the child's normal days and hours of attendance will vary due to shift changes of their job, they can insert the current days and hours the child would attend at the time the enrollment form is completed and check the box at the bottom of the chart that would indicate schedule may frequently vary due to changes in work schedule.

If you need further clarification on this memo, please contact your consultant at 1-614-466-2945.