CACFP
ENROLLMENT FORM

Requirements:

a. CACFP child care centers and Head Start centers must have a completed CACFP Enrollment Form on file for each enrolled child. Siblings must have a separate form as attendance may be different.

b. The CACFP Enrollment Form is valid for 12 months following the month of parent/guardian dated the form. For example: Parent dated the form on 7/13/2015; form would expire on 7/31/2016). CACFP Enrollment forms must be completed annually by parent/guardian.

c. The following CACFP program types DO NOT need CACFP Enrollment forms:
   • Outside-School Hours Centers
   • Youth Development Programs
   • After School At Risk Programs
   • Emergency Shelters

Enrollment Form Reminders

• List one child per form

• All parts of form to be completed by parent/guardian including normal days, hours and meals

• If parent/guardian work schedule varies frequently thus the child’s attendance pattern will also change frequently then parent should check the box at the bottom of the chart. Parent/guardian is not required to complete another form but may elect do so.

• For ease of collection, it is highly recommended that agencies/centers distribute enrollment forms to parents/guardians at the same time as the Income Eligibility Application so that it is more likely that the forms would expire on the same date.

• If sponsor decides to develop own CACFP enrollment form, form contain all required information and be approved by State Agency prior to use.

ATTACHMENTS

• State Agency Prototype CACFP Enrollment Form
• Example of completed CACFP Enrollment form

Revised 12/3/2015
Ohio Department of Education - Office for Child Nutrition

CHILD AND ADULT CARE FOOD PROGRAM
ENROLLMENT FORM

Required Form for use by Child Care Centers and Head Start Programs

CACFP programs exempt from having an enrollment form on file are: Emergency Shelters, Outside-School-Hours, Youth Development & After School At Risk

Instructions for Completion
- All parents/guardians are to complete a separate form for each child enrolled at the child care or Head Start center.
- List the child’s name, age, birth date, the days and hours normally in care and the meals normally received while in care.
- If schedule listed will frequently vary due to changes in parent/guardian schedule, check response box below chart.
- If the child comes before and after school, list the hours in care for both the morning and afternoon.
- CACFP Federal regulations 226.15(e) (2) require that an enrollment form be completed annually and signed by the child’s parent or guardian.

<table>
<thead>
<tr>
<th>CENTER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD'S NAME</td>
</tr>
<tr>
<td>(please print)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHECK THE NORMAL DAYS AND HOURS YOUR CHILD IS IN CARE AND THE MEALS RECEIVED WHILE IN CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check (✔) Days Child Normally in Care</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
</tbody>
</table>

☐ Yes, The schedule listed above may frequently vary due to changes in parents/guardians schedule

<table>
<thead>
<tr>
<th>SIGNATURE OF PARENT/GUARDIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET /APT.</td>
</tr>
</tbody>
</table>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

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Ohio Department of Education - Office for Child Nutrition

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CENTER NAME  Sunshine Child Care

CHILD’S NAME (please print)  ANNIE JONES

AGE  5  BIRTHDATE  9 / 4 / 2009

CHECK THE NORMAL DAYS AND HOURS YOUR CHILD IS IN CARE AND THE MEALS RECEIVED WHILE IN CARE

<table>
<thead>
<tr>
<th>Check (✓) Days Child Normally in Care</th>
<th>List Hours Child Normally in Care</th>
<th>Check (✓) Meals Child Normally Receives while in Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday  ✓</td>
<td>7:00 am</td>
<td>8:15 am</td>
</tr>
<tr>
<td>Tuesday  ✓</td>
<td>7:00 am</td>
<td></td>
</tr>
<tr>
<td>Wednesday  ✓</td>
<td>7:00 am</td>
<td>8:15 am</td>
</tr>
<tr>
<td>Thursday  ✓</td>
<td>7:00 am</td>
<td></td>
</tr>
<tr>
<td>Friday  ✓</td>
<td>7:00 am</td>
<td>8:15 am</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Yes, The schedule listed above may frequently vary due to changes in parents/guardians schedule

SIGNATURE OF PARENT/GUARDIAN  Mary Jones

DATE  7/13/2015

DAY PHONE NUMBER  (614) 222-3344

MAILING ADDRESS:

123 Park St.

CITY  Columbus

ZIP CODE  43215

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