

10-2013

PURPOSE

“Providers must maintain proof of proper enrollment for all children who receive meals that are claimed for reimbursement.”- TDA CACFP-Day Care Homes Handbook

PROCEDURE

When to Prepare

The Enrollment Form must be completed the day of enrollment, at the time of enrollment. The enrollment documentation must be completed and submitted by the parent/guardian, and the parent/guardian must sign the enrollment documentation upon completion. The center must not complete any of the information after the parent/guardian has signed and dated the document.

Enrollment information must be updated annually (every 12 months). The center may give the previous enrollment form to the parent/guardian to indicate changes and re-sign and re-date; or they can obtain an all new enrollment form. The parent/guardian must be given the opportunity to review the information, make any changes and re-sign and re-date.

Number of Copies

The center should send the original copy of the enrollment documentation to the sponsor and keep a copy for their own records.

Transmittal

The Enrollment documentation must be submitted to the sponsor during the month that the first meal is claimed. There must be enrollment documentation for each child who receives meals that are claimed for reimbursement.

How to Obtain Copies

Master copies of the Enrollment form are provided to Centers within their CACFP Training Manual, given at the time of enrollment into the CACFP program with the sponsor GEO-SON CHILD CARE SERVICES, INC. Centers may also request for copies to be sent through email, fax, or to be provided for pick-up.

How to Obtain Copies (continued)

If updates are made to the forms, Centers will be provided with the updated forms in the form of Master Copies. These Master Copies are meant to be kept within the CACFP Training Manual provided and are meant to replace the original copies. Centers are meant to make all subsequent copies needed from these Master Copies.

Form Retention

Centers must keep the enrollment documentation for three years from the end of the program year. **“Exception:** if audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.”-TDA CACFP-Day Care Homes Handbook

DETAILED INSTRUCTIONS

The following information must be provided on enrollment documentation if a child is to be considered properly enrolled:

- Child’s name (First and Last)
- Child’s date of birth
- Meals/snacks normally served to the child while in care
- Days and hours the child is normally in care
- Enrollment and withdrawal dates
- Parent’s/Guardian’s signature
- Date of Parent/Guardian’s signature

Electronic Enrollment Form

If the center decides that they would like to use the electronic version of the enrollment form in order to simplify the process, this is acceptable with certain conditions. The center may collect the information and print the document for parents/guardians to sign. For example, the center may input the required information as the parent/guardian relays it to them, or provide the computer for the parent/guardian to enter the information, then print the document for the parent/guardian to sign and date.

NOTE: The center may not fill in the meals and snacks served section or the days and hours in attendance, the parent/guardian must fill this in and the information must be specific to the individual child.

Child’s name (First and Last)

Please note the child’s name as it is legally given, you may additionally include any nicknames and/or second Last Name that the child might be known by.

Child’s date of birth

Please record the actual date of birth of the child, please confirm with the parent before the forms are submitted.

Meals/snacks normally served to the child while in care

Please be advised that all Meals and Snacks that the child receives, while in the centers’ care, must be selected on the enrollment form in order for the meals to be eligible for reimbursement.

NOTE: The center may not fill in the meals/snacks portion of each child’s enrollment documentation with the meals/snacks that the center serves. The meals/snacks that are chosen on the enrollment documentation should reflect the actual meals/snacks that the child will be in attendance to receive reimbursable meals. The information must be specific to each individual enrolled child.

Days and hours the child is normally in care

Please be advised that the Days and Hours that the child is in the centers' care, must be correct on the enrollment form in order for the meals, served within the time, to be eligible for reimbursement.

NOTE: The center may not fill in the hours and days section of each child's enrollment documentation with the hours and days that the center is open. The hours and days that are chosen on the enrollment documentation should reflect the actual hours and days that the child will be in attendance. The information must be specific to each individual enrolled child.

Enrollment and withdrawal dates

List the day of initial enrollment; this should be the same as the date the Parent/Guardian signature. When applicable, include the date of withdrawal of the child from the centers' care.

Parents/Guardian's signature and Date of Parent/Guardian's signature

This must be provided by the Parent/Guardian at the time of completion of the form. This part may only be completed by the Parent/Guardian; at no time may the center sign and date the enrollment documentation for the Parent/Guardian.

****Corrective Action**

Please let it be known that if an enrollment form is not submitted, the following forms may be accepted temporarily:

- CACFP Meal Benefit Income Eligibility Form
- Center admission form

If neither of the above mentioned forms is submitted for a new child or child with expired forms, the child's meals will have to be disallowed. The child's attendance will be counted towards the claim. As your sponsor we will provide the courtesy of informing you a month before if a child's forms will expire by phone, e-mail, or fax.