POLICY ALERT

Date: April 11, 2005                  Reference: # CACFP CCC 2005-6
To: Child and Adult Care Food Program-Child Care Centers (CACFP-CCC) Contractors
Subject: Additional Enrollment Information Required
Effective Date: April 1, 2005

Purpose
This Policy Alert revises Section 4220, Enrollment of Children, in the CACFP-CCC Handbook.

Procedure
Annual Update
Contractors must annually update the following enrollment information for each child in care who is claimed for a reimbursable meal:

- Child’s name;
- Child’s date of birth;
- Enrollment/withdrawal dates;
- Days and hours the child is normally in care;
- Meals/snacks normally served to the child while in care;
- Parent/guardian’s signature; and
- Date of signature.

New Data Element
Enrollment information must now include the meals/snacks normally served to the child while in care.

Information Collection
If you use an enrollment form, add the meals/snacks normally served to child while in care to the form.

If you use Form H1531, Child Nutrition Application, add the additional information to the attached record you use to document the days and hours when the child is in care.

continued

This Policy Remains in Effect Until Further Notice
Implementation

- Any new enrollment form collected on or after April 1, 2005 must comply with the new requirements. You are allowed a transition period ending April 30, 2005 to update the enrollment form.

- For all other enrollment forms, the changes must be in place by September 30, 2005.

Adverse Action

- Reviews conducted by Special Nutrition Programs or USDA beginning October 1, 2005, will evaluate the contractor’s compliance with the new enrollment requirements.

- Monitoring visits conducted by sponsoring organizations beginning October 1, 2005 must include a review of the center’s compliance with the new enrollment requirements. Provide technical assistance to your centers on the new enrollment requirement during the remaining PY 2005 monitoring visits. You will receive a revised form H1606, Monitor Review, to use beginning in PY 2006.

Monitoring Staff Requirements

Sponsoring organizations with at least 25 sponsored centers may now include the employee’s time spent on activities related to the annual updating of enrollment forms as a monitoring related duty. Include this duty when determining the appropriate number of FTEs needed to satisfy your monitoring staff requirement.

Authority

Child and Adult Care Food Program: Improving Management and Program Integrity (69 FR 53501).

Contact

If you have any questions please contact your Area Program Office.