Date: October 31, 2008  
Reference: # CACFP CCC 2009-04  
To: Child and Adult Care Food Program-Child Care Center (CACFP-CCC) Contractors  
Subject: Enrollment of Children  
Effective Date: October 31, 2008

Purpose

REPLACE CACFP CCC Handbook Item 4314, *Enrollment of Children*

CLARIFY that enrollment documentation must be completed by the parent or guardian. It has come to the attention of TDA that there is some confusion about who is supposed to supply the information on enrollment forms, particularly the days and hours the child is normally in care and the meals/snacks normally served to the child while in care.

Procedure

Replace CACFP CCC Handbook Item 4314, *Enrollment of Children*, with the following:

You must maintain proof of proper enrollment for all children who receive meals that are claimed for reimbursement.

The following information must be included on an enrollment form, in enrollment documentation or in alternate documentation if a child is to be considered properly enrolled:

- Child’s name;
- 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 or guardian’s signature; and
- Date of signature

The enrollment documentation must be completed and submitted by the parent/guardian, and the parent/guardian must sign the enrollment documentation upon completion. The enrollment documentation must provide spaces for the parent/guardian to indicate each of the required enrollment elements.

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This Policy Remains in Effect Until Further Notice
Providing lines to write on, check boxes, instructions to circle the applicable information, can do this.

**For example:**

Meals/snacks normally served to the child while in care (circle all that apply):

- Breakfast, AM Snack, Lunch, PM Snack, Supper, Evening Snack

Days and hours the child is normally in care:

- Days: M T W TH F
- Hours: _____ am to _____ pm

In the above examples the parent/guardian will complete the required information.

The center must not complete any of the information after the parent/guardian has signed and dated the document. The center can include on the enrollment documentation their hours of operation and the meals they provide, thereby informing the parent/guardian of the provider’s normal hours and meals.

Emergency shelters, At-risk Afterschool Snack Programs and Outside-School-Hours Care Centers are exempt from the enrollment requirement. However, Outside-School-Hours Care Centers must include the children in the eligibility mix on their claim for reimbursement.

Enrollment information must be updated annually (that is, at least every 12 months). The center can provide the previous enrollment documentation to the parent/guardian to indicate changes, re-sign and re-date; or they can obtain all new enrollment documentation. The center **may not** provide the parent/guardian with a statement to sign saying the information had not changed and attach it to the previous enrollment documentation. The parent/guardian must be given the opportunity to review the information, make any changes and re-sign and re-date.

Forms H1531, *Child Nutrition Application*, can be used to document some of the required enrollment information, but the remainder of the required information would have to be captured on other enrollment documentation and maintained with the child’s file.

The Texas Department of Family and Protective Services (DFPS) has a Form 2935, *Admission Information – Centers*, that contains all the required elements for enrollment. The form can be obtained from the DFPS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us), select “Child Care Licensing” in the menu on the left hand side of the screen, scroll approximately half way down the screen and choose “All child care forms”.

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**Procedure continued**

If a contractor does not have enrollment documentation for a child who receives care, the child’s enrollment documentation is missing all or some of the required elements, or the enrollment documentation is older than 12 months, the contractor cannot claim reimbursement for that child until the enrollment requirements are met, but they must include the child in the eligibility mix on the claim form.

**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.