POLICY ALERT

Date: April 11, 2005                     Reference: # CACFP DCH 2005-8
To: Child and Adult Care Food Program-Day Care Homes (CACFP DCH) Sponsors
Subject: Additional Enrollment Information Required
Effective Date: April 1, 2005

Purpose

This Policy Alert revises Section 4315, Enrollment of Children, in the CACFP-DCH 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 the child while in care to the form.

If you use Form H1531, Child Nutrition Application, or Form 1531-P, Day Care Home Provider Application for Tier I Eligibility, to satisfy the enrollment requirement, 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 forms collected on or after April 1, 2005 must comply with the new requirements. Providers are allowed a transition period ending April 30, 2005 to update their enrollment form.

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

Adverse Action

Reviews of institutions and sponsored facilities must include an examination of enrollment forms.

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

- Monitoring visits conducted by sponsoring organizations beginning October 1, 2005 must include a review of providers’ compliance with the new enrollment requirements. Provide technical assistance to your providers on the new enrollment requirements during the remaining PY 2005 monitoring visits. You will receive a revised form H1607, *Monitor Review*, to use beginning in PY 2006.

Monitoring Staff Requirements

Sponsoring organizations with at least 50 sponsored providers may now include the employee’s time spent on activities related to the annual updating of enrollment information 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.