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Applies To: All Participating Agencies in the Child Care Component

Child Care Agencies include Group Child Care Centers, Head Start Centers, and Outside of School Hours Care Centers

Both Independent Agencies (1 site) and Sponsoring Organizations (>1 site)

Guidance Memorandum 6C details the requirements specific to CACFP enrollment applicable only to Group Child Care centers, Head Start sites, and Outside of School Hours Care centers. It includes instructions and forms to use for meeting these requirements.

Group Child Care centers, Head Start sites enrolling children who are not Head Start eligible (e.g. for before/after school care), and Outside of School Hours Care centers must have a CACFP enrollment policy that defines which children/youths will be reported within the enrollment data (Free, Reduced or Non-needy) on the monthly CACFP reimbursement claim. This CACFP enrollment policy may be different than the agency's general enrollment policy.

USDA regulation requires Group Child Care centers, Head Start sites, and Outside of School Hours centers to collect each child/youth's normal schedule and meal participation information from the parents/guardians, who must then annually update this information or sign off confirming no changes. At-Risk Afterschool Program and Emergency shelter sites are not required to collect this information.

6.1 CACFP Enrollment Policy

Not applicable to Head Start sites Enrolling only Head Start eligible children

All children/youths enrolled at a center must be enrolled in the CACFP and included on its Household Size-Income Record (HSIR) to properly report them within the center's monthly enrollment data, **regardless** of:

- whether the child/youth is considered to be "drop-in";
- whether they are served or claimed for meals and snacks;
- whether they are in attendance during meals and/or snacks;
- whether they are under the age of 1 year;
- what their eligibility categories are (Non-needy, Reduced, or Free), based on their Household Size-Income Statements (HSIS);
- whether they have complete and current HSIS;
- whether they have complete and current enrollment forms that collect the required CACFP information (see section B below);

Guidance Memorandum 6C: CACFP Enrollment Requirements

Excluding Children/Youths

An agency may only exclude children/youths from being enrolled in the CACFP if a child's/youth's parent/guardian has provided a written statement certifying that they do not want their child/youth to be enrolled in the CACFP at the agency. These children/youths then must also be excluded from the meal counts claimed for reimbursement.

Head Start Sites with Enrolled Children who are not Head Start Eligible

Some Head Start sites may enroll children who are not Head Start eligible for wrap-around child care or before/after school-age care. These sites must select and adhere to a CACFP enrollment policy for completing the monthly Household Size-Income Record.

CACFP Enrollment Time Frame

Establishing an Enrollment Time Frame

For CACFP purposes, agencies must define the time frame that their children/youths are considered enrolled. The chosen time frame must be uniformly applied to all enrolled children/youths when completing the HSIR each month. Agencies may select one of the three enrollment time frames listed below or specify another time frame for their CACFP enrollment policy.

At minimum, all enrolled children/youths who have been in attendance at least one time within the given calendar month must be included within that month's completed HSIR; a center may choose this time frame, which is on a "One (1) Month Basis" for its CACFP enrollment policy, choice "i". Your agency may decide to expand this time frame to include additional enrolled children/youths who are not in attendance for the given month when choosing options "ii" or "iii".

- i. One (1) Month Basis
Children/youths are counted as enrolled when completing the HSIR for a given month if they are in attendance at least one day of that calendar month. Attendance records for that calendar month must be the basis for determining which children/youths are enrolled for the month.
- ii. Three (3) Month Basis
Children/youths are counted as enrolled when completing the HSIR for a given month if they have attended at least once in the past 3 months. After an attendance lapse of 3 months, the children/youths are no longer counted as enrolled on the HSIR for those subsequent months.
Note: the number of months may be determined by the agency, e.g. 2, 4, or 6 months.
- iii. Vacant Opening Basis
Children/youths are counted as enrolled when completing the HSIR for a given month if the center maintains a vacant opening in anticipation of their future attendance at the center.

The DPI generally advises agencies to choose "i", the "One (1) Month Basis" time frame, because it is most easily supported by attendance documentation and it most accurately represents the enrolled children/youths served meals in that given calendar month.

Guidance Memorandum 6C: CACFP Enrollment Requirements

- Refer to [Guidance Memorandum 1C: CACFP Requirements for Household Size-Income Statements and Determining Eligibility](#) for further information on Household Size-Income Statements and completing the Household Size-Income Record.

CACFP Contract

Agencies must select what each site's enrollment policy is within their CACFP contract.

Select your agency's enrollment policy on the *Site Application* page of the online CACFP Contract, as shown below:

<p>Enrollment:</p> <p>Check only one of the enrollment policy your institution follows in relation to participants who will be reported as free, reduced and non-needy each month on the reimbursement claim. In accordance with USDA guidance, a center is required to maintain its definition of enrollment for the entire fiscal year or receive written permission from DPI to change the enrollment definition if it is not consistent throughout the year. For Institution/Sponsoring Organization with two or more sites and/or a sponsoring organization that sponsors one or more sites which is/are not the same legal entity(ies) of the sponsoring organization, detail the enrollment policy and the applicable center(s) if the policy varies between each center. Refer to Guidance Memorandum 6, Enrollment, for additional information and examples of reasonable and measurable enrollment criteria. ("At Risk" After School and Emergency Shelter sites: Please specify how attendance at these sites is documented, in lieu of an enrollment policy.)</p> <p>A participant is considered enrolled for a given month if he/she has a completed and approved current enrollment form on file, and:</p> <p><input checked="" type="checkbox"/> is in attendance at least one day in the given month; !</p> <p><input type="checkbox"/> has attended at least once in the past three months; !</p> <p><input type="checkbox"/> the center maintains a vacant opening in anticipation of the participant(s) future attendance at the center, or !</p> <p><input type="checkbox"/> Other Specify below: !</p>

A site is required to consistently maintain its enrollment policy for the entire Federal Fiscal Year (October – September), as agreed to within its CACFP contract. If an agency would like to change a site's enrollment policy during the fiscal year, the agency must request for permission and receive approval from DPI through the CACFP contract amendment process, prior to making the change.

6.2 Child Enrollment Information – Normal Days and Hours of Children in Care and Meals Normally Received

Not applicable to Outside of School Hours Centers

All group child care centers and Head Start centers (both independent agencies and sites participating within a sponsoring organization) must obtain information on each child's normal days and hours of care and the meals normally received while in care.

This requirement can be met by using one of two methods (1 or 2) below:

[CACFP Enrollment Form \(PI-6077\)](#) or [CACFP Child Participation Form \(PI-6077-A\)](#)

Agencies may use one of these DPI enrollment forms, their own form, or a combination of forms to collect this required enrollment information. For example, agencies requiring parents/guardians to complete annual contracts or registration may collect the required enrollment information within their own forms. Regardless of the form used, it must provide sufficient detail to allow the reviewer to determine the child's normal days and hours in care and the meals normally received while in care.

[CACFP Enrollment Form \(PI-6077\)](#)

[CACFP Child Participation Form \(PI-6077-A\)](#)

Guidance Memorandum 6C: ■ CACFP Enrollment Requirements

The required information must:

- be completed separately for each child;
- be updated annually and signed or initialed by the parent or guardian; and
- specify the child's normal hours in care, including both before and after school if the child is school age and attends the center both before and after school.

OR

Attendance Records and Annually Updated DCF Enrollment Documents

All of the following documentation requirements (a-c) must be met in order to not have to collect the days/hours/meals information for each child/youth:

- The sign-in/out sheet or other sign-in/out method captures the time the children arrive at and depart from the center;
- Each day, the sign-in and sign-out times are signed, initialed, or entered electronically with an identifying code by a parent or guardian;
- Current Department of Children and Families (DCF) or related enrollment documentation for each child in care is annually updated and signed by the child's parent or guardian.

Head Start Centers Only

Head Start centers must also comply with the CACFP requirement for collecting information on children's normal days and hours in care and meals normally received while in care.

Exception:

If Head Start centers enroll children in particular "sessions" which operate at the same time each day (AM session, PM session, or all day) and provide the same meals to all children in that session, the children's enrollment information can just specify which session they are attending that year.

- **Head Start enrollments are considered to be in effect for two years; if the children participate for a second year, parents/guardians must still annually provide** written confirmation that their children's enrollment information is current **OR** update their information according to any session changes.