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Guidance Memorandum 6C: CACFP Enrollment Requirements

Community Nutrition Programs
Child and Adult Care Food Program (CACFP)

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, Outside of School Hours Care centers, and Head Start sites that have enrolled children who are not Head Start eligible (e.g. for before/after school care) 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 that have only enrolled 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 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 6.2 below);
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 (HSIR).

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 two enrollment time frames listed below or specify another time frame for their CACFP enrollment policy.

1. Monthly Basis
   Children/youths are counted as enrolled when completing the HSIR for a given month if they are in attendance at least one time within that calendar month. Attendance records for that calendar month must be the basis for determining which children/youths are enrolled for the month.

2. 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 and if they are in attendance at least one time within that calendar month.

3. Other specify
The DPI advises agencies to choose 1, the “Monthly 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.

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 each site’s enrollment policy within the CACFP contract on the Site Application page of the online CACFP Contract, as shown below:

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

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### 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:**

**1) CACFP Enrollment Form (PI-6077)**

Agencies may use the DPI CACFP enrollment form, 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.

**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**

**2) Attendance Records and Annually Updated DCF Enrollment Documents**

All of the following documentation requirements 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.