

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum O: For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes

Topic: Enrollment of Children in Care

Date: August 2013

The CACFP is primarily designed to provide nutritious meals to children enrolled for care in licensed or approved child care facilities. Parents or guardians of children in care fill out an enrollment form that gives the child care provider legal permission to provide care. In Wisconsin this requirement can be found at DCF 250(6)(a) for licensed providers, and at DCF 202.08(12)(f) for certified providers. CACFP regulations at 7 CFR 226.15(e)(3) require that each institution keep a record of a child's enrollment, as well as copies of income eligibility forms used to establish a child's eligibility for tier 1 reimbursements in mixed tier 2 family day care homes. Section 226.16(a) specifically extends these requirements to sponsoring organizations, while § 226.18(e) states that family day care homes must maintain documentation of enrollment for each Program participant.

The enrollment process for children in care must collect enrollment forms or documentation of current enrollment for all enrolled children in care on a child by child basis. This documentation must include the following:

1. Information which details each child's name, current address, telephone number and the date(s) the information was obtained;
2. The signature of the parent or guardian;
3. The child's normal days and hours in care and the meals normally received while in care.
If the child is of school age and attends the day care home either before and/or after school, the enrollment form must detail the child's normal hours in care both before and/or after school, or the form 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.
4. Renewing providers must submit updated enrollment information on an annual basis, which is signed by the parent or guardian, in the form of new enrollment forms and/or updated enrollment documentation to the sponsor. Enrollment documentation is valid for a 13 month period, starting the month the parent or guardian signed it to the same month a year later.

Sponsors may use the sample enrollment form (PI-6077, *CACFP Enrollment Form*) to collect a portion of the needed enrollment data, or may use their own enrollment form, or a combination of forms. If you would like the PI-6077, *CACFP Enrollment Form*, please contact your assigned consultant. Regardless of the form(s) used, all necessary information, (name, current address, telephone number, days and hours normally in care and the meals normally received while in care) must be collected on a child by child basis.