

Montana Department of Public Health & Human Services	Policy
	MT CACFP 2011-5 Rev. 1
	Section: All Institutions
Child and Adult Care Food Program	Subject: Child Enrollment
	Date Revised: 5/27/2016

## CHILD ENROLLMENT

### Child Enrollment

*This policy does not apply to emergency shelters, at-risk after school snack programs, and outside-school-hours care programs)*

The CACFP requires that a child must be enrolled at the child care facility in order to receive CACFP benefits at that facility. For CACFP purposes, the enrollment system must capture the the name of the child, the normal days and hours the child is in care, a parent signature and date signed.

#### *Child Care Centers*

For child care centers, the State agency accepts the State Licensing Emergency Contact and Parent Consent form along with Sign in/out records to meet this child enrollment form requirement for CACFP.

All child care institutions and facilities must make enrollment forms available during regular business hours to CACFP monitors, child care resource and referral agency staff, and State and local government authorities upon request.

#### *Day Care Homes*

For day care homes, the State agency requires that the child new to a day care home facility be enrolled in the CACFP using a Child Enrollment Form prior to child's meals being claimed for reimbursement. The Child Enrollment Form must be updated annually and signed by the parent or guardian in a re-enrollment process.

[Reference: [7 CFR 226.15(e)(2)]  
CACFP Policy # 02-05. Collection of Required Enrollment Information by Child Care Centers and Day Care Homes.]