**Massachusetts Department of Elementary and Secondary Education (DESE)**

**Office for Food and Nutrition Programs**

**Child Enrollment Documentation Requirement**

**Child and Adult Care Food Program – Family Day Care**

Sponsoring Organizations of Family Day Care Providers that participate in the Child and Adult Care Food Program (CACFP) are required to annually collect enrollment information from parents and guardians.

Documentation of enrollment must include:

* Each enrolled child’s normal days and hours in care and the meal services in which each child normally participates
* Signature of parent or guardian
* Annual updating of the information.

7 CFR 226.15(e)(2) & 226.18(e)

To document enrollment information, Sponsoring Organizations (SO) may use the attached CACFP Enrollment Forms or adapt their own form. An adapted form must incorporate the same questions and their intent from the DESE Child Enrollment Form. As per DESE Family Day Care Policy, Sponsors electing to revise the enrollment form must submit a copy to DESE for review and approval prior to use and distribution.

The parent/guardian must complete the form in full with current information, sign, and date the form. The provider must also complete an enrollment form for their own child(ren) being claimed for reimbursement. Providers must retain a copy of each enrollment form provided by the SO.

Sponsors must ensure that providers offering substitute care have an enrollment form on file for each participant claimed for reimbursement and enrolled in the home within twenty-four (24) hours of care.

Providers may not claim reimbursement for any participant without a parent/guardian signed enrollment form (new or renewal) on file. Each child enrollment form is effective for a maximum of one year.

Sponsors must perform edit checks for clerical accuracy confirming data entered on all child enrollment forms. Sponsors electing to use computerized renewal sheets must ensure that the form includes the participant’s name, date of birth, days of attendance, regular hours of attendance, meals served in care, and if applicable; the type of iron fortified infant formula offered by the Provider and school attendance information, as well as a place for the parent/guardian contact information and signature.

If you have any question about the requirement for collection of enrollment information, please contact DESE Special Nutrition Services at 781-338-6480 or email [nutrition@doe.mass.edu](mailto:nutrition@doe.mass.edu).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:   
http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Child Enrollment Form

Child & Adult Care Food Program

Dear Parent/Guardian:

Your **Provider** participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) administered by the Massachusetts Department of Elementary and Secondary Education.

Meals served must meet nutrition requirements established by USDA’s Child & Adult Care Food Program. In order to participate, the child care center has agreed to follow the USDA guidelines. A medical statement from your doctor is necessary if your child cannot eat foods required by the CACFP.

In an effort to assess that these requirements are being met, the USDA and CACFP requires providers to annually collect the enrollment information listed below.

**Please complete the form and return it to your Family Day Care Provider. Part 1 and Part 3 need to be completed by all families or guardians. Part 2 is to be completed ONLY if enrolling an infant child (under the age of 12 months).**

**PART 1: CHILD ENROLLMENT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s First Name | Last Name | Child’s Date of Birth & Age | | Beginning Date of Child Care | |
|  |  |  | |  | |
| Times Child Normally Attends  For example 7:30 AM – 5 PM  **✓ Box □ Schedule Varies** | Hours from:  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ | Check the days your child normally attends | 🞎 Sunday  🞎 Monday  🞎 Tuesday  🞎 Wednesday  🞎 Thursday  🞎 Friday  🞎 Saturday | Check the meals you request that your child receives while in care | 🞎 Breakfast  🞎 AM Snack  🞎 Lunch  🞎 PM Snack  🞎 Supper  🞎 Evening Snack |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child’s First Name | Last Name | | Child’s Date of Birth & Age | | Beginning Date of Child Care | |
|  |  | |  | |  | |
| Times Child Normally Attends  For example 7:30 AM – 5 PM  **✓ Box □ Schedule Varies** | | Hours from:  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ | Check the days your child normally attends | 🞎 Sunday  🞎 Monday  🞎 Tuesday  🞎 Wednesday  🞎 Thursday  🞎 Friday  🞎 Saturday | Check the meals you request that your child receives while in care | 🞎 Breakfast  🞎 AM Snack  🞎 Lunch  🞎 PM Snack  🞎 Supper  🞎 Evening Snack |
| Child’s First Name | Last Name | | Child’s Date of Birth & Age | | Beginning Date of Child Care | |
|  |  | |  | |  | |
| Times Child Normally Attends  For example 7:30 AM – 5 PM  **✓ Box □ Schedule Varies** | | Hours from:  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ | Check the days your child normally attends | 🞎 Sunday  🞎 Monday  🞎 Tuesday  🞎 Wednesday  🞎 Thursday  🞎 Friday  🞎 Saturday | Check the meals you request that your child receives while in care | 🞎 Breakfast  🞎 AM Snack  🞎 Lunch  🞎 PM Snack  🞎 Supper  🞎 Evening Snack |

|  |
| --- |
| If there are other children in care, please complete additional forms as needed. |

**FOR SPONSOR OFFICE USE ONLY**

Effective Date of this Enrollment Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fiscal Year \_\_\_\_\_**20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The effective date can be made retroactive back to the first day the child participates In the CACFP as long as it occurs in the same month this form is received.

**PART 2: INFANT MEAL NOTIFICATION (Birth through 11 months)**

Nutritious meals meeting the United States Department of Agriculture guidelines are served to all children enrolled in this program, including children under the age of 12 months. The provider must meet the meal component requirements based on age and developmental readiness outlined in the Infant Meal Pattern. **Parents/Guardians may supply not more than one required component per meal in the meal pattern (including breast milk or formula) in order for the meal to be reimbursable in CACFP.**

**I understand that this child care center has available the iron fortified formula \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for my infant while in care. (Name of Iron Fortified Infant Formula)**

**To help provide the best nutritional care for your infant, please complete the following information.**

## PLEASE CHECK ONE OPTION (Breast Milk / Formula):

I will supply expressed (pumped) breast milk for my infant child and/or breast feed at center. **OR**  I will supply formula for my infant child.

I prefer to have the center supply the formula offered.

## PLEASE CHECK ONE OPTION (Food Items):

## I will supply all food items for my infant’s meals. I decline food items provided by the provider/center.

I have elected to have the provider/center supply the formula and I wish to provide one food item. I will provide the following one creditable food item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like provider/center to provide all food items for my infant’s meals.

**PART 3: PARENT OR GUARDIAN ACCEPTANCE AND SIGNATURE**

I have read this child enrollment form and request that my child receive the above Child and Adult Care Food Program benefits. I have received a copy of this completed form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parent’s Signature | | Date Signed (form must be completed annually) | | |
| Parent’s Name: |  | | Home Phone: |  |
| : | Please Print | |  |  |
| Mailing Address: |  | | Work Phone: |  |
| City, State, Zip: |  | | Cell Phone: |  |

CIVIL RIGHTS: This information is voluntary and will not affect your children’s eligibility. Please indicate the ethnic and racial identity of your children by checking a box in each of the categories. This information is being collected to assure that everyone receives CACFP benefits on a fair basis.   
1. **Ethnic Identity** □ HISPANIC OR LATINO □ NOT HISPANIC OR LATINO.   
2. **Racial Identity** □ AMERICAN INDIAN OR ALASKA NATIVE □ ASIAN □ BLACK OR AFRICAN AMERICAN

□ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER □ WHITE.

For questions, please contact: Child Care of the Berkshires Inc.

Shanna Curley- Graham 413-664-3256 x 17

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