**# Instructions**

Before we get started, it is a good idea to orient yourself with how you can navigate and complete the

various sections of this course.

1. The main content window is where you can view the main text or video for each section.

2. The standard navigation buttons are along the bottom right of the content window except when you are completing certain activities, in which case the navigation buttons may be located at the top right corner.

3. Looking at the navigation buttons from left to right, you will first see the back button. Clicking

the back button will take you to back to a previous section, and you can go back as many

sections as you wish.

4. Next you will notice the play button. The play button starts the current section’s media like videos or audio.

5. The pause button will simply pause any video or audio that is currently playing.

6. Finally, the next button is used to move forward to the next section.

7. Some sections have special buttons that appear on the screen. When clicked, these buttons will display information boxes, play additional media or download a resource.

8. Any time you an information box appears on your screen, you can close it by clicking on the button near the bottom of the screen labeled “close”.

11. Finally, question mark buttons provide helpful instructions and assistance when completing quiz or practice activities.

12. Please click the next button now to continue on to the next section of the course

**# Welcome**

Welcome to the Child Enrollment Documentation Training for the NC CACFP. This training module is

designed to give you a better understanding of the requirements and usage of the Child Enrollment

Documentation. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a member of the NC CACFP Training Team.

**# Module Objectives**

Let’s go over the training objectives. By the end of this training, you should be able to do the following:

1. List the institution types that require enrollment documentation
2. List the institution types that do not require enrollment documentation
3. Identify enrollment documentation regulations and requirements
4. Identify the NC CACFP Child Participant Enrollment Form
5. And accurately assess enrollment documentation

**# Child Care Requirements**

Let’s talk about child care programs that need enrollment documentation.

This includes licensed centers, preschool, Early Head Start, Head Start Programs, day care homes, and outside-school-hours care centers if its operation is part of your child care center that participates in the CACFP.

**# Exempt Institutions**

Some institutions are exempt from collecting enrollment documentation. There are specific rules regarding at‐risk after school programs, emergency shelters and outside-school-hours care centers.

Lets take a closer look at the documentation requirements for these types of institutions.

[Before we talk about them, lets test your knowledge of what we have covered so far!]

# **Quiz one**

question: 'Out-side-school-hours care centers are required to enroll participants with CACFP enrollment documentation under which circumstance?',

* "The institution is under a sponsoring organization",
* "The out-side-school-hours care program is part of the centers CACFP",
* "The out-side-school-hours care center has a occupancy limit over 100 persons",

explanation: "Remember, if an outside-school-hours care center is operated as part of a child care center that participates in the CACFP, it will require CACFP enrollment documentation.",

Please select the answer the makes the most sense. You will receive instant feedback once you click on the Submit answer button. You also have unlimited times to attempt the answer this quiz.

**# Exempt Institutions: At-risk Afterschool Care**

Let’s discuss documentation for those programs that are exempt. While at‐risk afterschool programs do

not have to maintain CACFP Enrollment documentation for children, they must keep the following

records daily:

* Names of participants (daily roster)
* Number of snacks or meals delivered
* and Number of snacks or meals served

**# Exempt Institutions: Emergency Shelters**

Emergency Shelters do not have to maintain CACFP enrollment documentation for children. They do need to keep, at minimum, a list of children by name, date of birth, & dates of residency in the shelter.

Emergency shelters must ensure that only meals served to eligible resident children are claimed. Also,

note that meals served to adults & non‐resident children are not reimbursable

**# Exempt Institutions: Outside-school-hours Care**

Centers that operate outside-school-hours care centers must keep the following documentation:

* Names of participants
* Attendance records
* And meal counts (how many meals served each day)

Remember, if an outside-school-hours care center is operated as part of a child care center that participates in the CACFP, it will require CACFP enrollment documentation.

# **Quiz two**

Question: Which one of the below types of institutions WOULD require CACFP enrollment documentation for all child participants?

* "An outside-school-hours care program that is NOT part of a center already running a CACFP",
* "An at-risk-afterschool care facility that is being operated in facilities owned by a for-profit organization",
* "An outside-school-hours care center is operated as part of a child care center that participates in the CACFP",

Explanation: "Remember that when an outside-school-hours care center is operated as part of a child care center that participates in the CACFP, child enrollment documentation is required.",

Please select the answer the makes the most sense.

**# Child Care Enrollment Documentation Regulations**

Why do child care programs need enrollment documentation?

[… It’s in the regulations!]

As you can see, it’s because the regulations require it. Click the “good to know” box in the upper righthand corner to see just what we mean when we

say “regulations”.

[The Code of Federal Regulations (CFR) is the codification of general and permanent rules

published in the Federal Register by the departments and agencies of the Federal

Government produced by the Office of the Federal Register and the Government Publishing

Office.]

**# Child Care Enrollment Documentation: The Regulation**

Let’s discuss two federal regulations behind the requirements for enrollment documentation:

Click on the large yellow buttons to read the regulations are related to child enrollment documentation requirements.

[7 CFR 226.15 (e )2]

[7CFR 226.10 (d)]

Next, we will look at some additional key points of this regulation.

**# Child Care Enrollment Documentation: Key Points**

Enrollment Documentation…

* Must have their completed Enrollment documentation on file
* Must include information on each child's normal days and hours of care
* Must include information on meals normally received while in care
* Must be signed by a parent or guardian
* Must be updated annually
* Must be kept confidential
* Must be retained for three years plus the current fiscal year
* Is valid for one year from the date that it was signed by the parent or guardian

**# State Child Enrollment Form**

Now let’s look at the State agency’s CACFP Child Participant Enrollment Form.

Please ensure that you are using the enrollment form for the current fiscal year when you enroll children in your program. The state agency has the form available on our website. It is available in both English and Spanish.

You can find the most current version of the enrollment forms by going to nutritionnc.com, Special

Nutrition Programs, click on CACFP Forms for the current Fiscal Year and then scroll down to

Recordkeeping Forms to find the Child Participant Enrollment forms.

**# Form Screen Cast**

* Here is the State Agency’s CACFP Child Participant Enrollment Form.
* One suggestion for institutions is to fill in the Institution Name, Agreement Number and Center Name found at the top of the form before making copies. It will save you time later.
* Under the Center Name is a note addressing the parent or guardian completing the form. This area provides instruction on how to complete the form and why.
* Next on the form is the the participant information section.
* As you can see there is space on the form for multiple children in a family to be listed. Take advantage of that and use one form per family.
* After recording the child’s first and last name, the normal/typical hours of care, normal/typical days of care, and meals normally eaten when in care must be completed for each participant listed on the form. The date of birth is not required by the regulations but is helpful information to collect.
* The next section provides some guidance on how to appropriately complete the participant information section; however, please be prepared to personally provide parents or guardians with assistance.
* Near the bottom of the form is the signature section which is where the parent or guardian must provide a signature. They should also date the form as this provides documentation of the form being updated annually.
* Below the signature and date lines, the parent or guarding should provide their printed name and contact information including their address and phone numbers.
* A representative from your center or sponsored facility must check the form to be sure that parents complete all required information. When it has been determined that the form is complete, the center or facility representative should sign and date the form in the box indicated towards the bottom of the page.
* If a participant withdraws from a center or sponsored facility, a withdrawal date should be listed.
* It is suggested that you have a second party person review the forms to ensure accuracy.
* The very bottom part of this form is for State Use only. Please do not mark anything in this space.

**# Scenario #1**

John Smith is a 4-year-old participant. He is usually at the center by 7:30 AM & stays

until 5:30 PM. Johnny comes to the center Monday, Wednesday, & Friday. He eats breakfast, lunch, & a

snack before he goes home for the day. look over the incomplete form & look for what is missing from this form before it can be verified by the center. MEALS NORMALLY EATEN.

**# Best Practices**

Let’s talk about best practices for maintaining enrollment documentation in your center serving

children.

Many successful programs keep enrollment documentation organized in a binder at the center

Consider arranging enrollment documentation alphabetically or by classroom – whatever works best for

your program

In order to show that the documentation is updated annually, it is a best practice to make sure the signatures are dated.

The enrollment documentation should be verified for accuracy by a facility representative

**[Enrollment Policy]**

Does your institution currently have an enrollment policy? It is recommended that institutions have

policies and procedures on how they will collect, verify and maintain CACFP enrollment documentation.

A CACFP enrollment policy should include:

When the institution will collect enrollment documentation

Who is responsible for verifying enrollment documentation

Where the enrollment documentation will be kept

How you will retain the records for the required 3 years, plus the current year

AND How you will ensure that enrollment records are kept confidential.

**[Confidentiality]**

Staff should be aware of where enrollment documents are stored and should follow confidentiality policies to keep the documents secure

**[Withdraws]**

When a child withdraws, write the participant’s withdrawal date on the enrollment documentation.

Then, file the documentation in the back of the binder.

**[Claim Preparation]**

Before filing your monthly claim, ensure that all enrollment documentation is up to date.

Consider having an annual enrollment date when all enrollment documentation is updated by parents or

guardians.

**18 CACFP Enrollment Documentation Recap**

* Must have their completed Enrollment documentation on file
* Must include information on each child's normal days and hours of care
* Must include information on meals normally received while in care
* Must be signed by a parent or guardian
* Must be updated annually
* Must be kept confidential
* Must be retained for three years plus the current fiscal year
* Is valid for one year from the date that it was signed by the parent or guardian

Accurate participant enrollment documentation is critical to prevent disallowances

Lack of Enrollment documentation for each participant could to lead financial consequences

Lack of CACFP Participant Enrollment documentation could lead to the disallowance of reimbursement

for those participants without proper enrollment records – in other words, missing or incomplete

enrollment records could cost the institution money

**14 Untitled**

NC CACFP is required to disclose our federal award information, which is listed under Infant and Infant

Care Program, CDFA number 10.558, from the US Department of Agriculture, Food and Nutrition

Services Division

**15 Untitled**

Additionally, we have provided a reminder of the penalties for fraud, which we have enlarged here on

this slide.

**16 Untitled**

The USDA non‐discrimination statement is provided for your information.

NC CACFP is an equal opportunity provider

**17 Untitled**

Questions? Contact your NC CACFP Training Team at CACFPtraining@dhhs.nc.gov

Photo credits: