Child Enrollment Documentation Training

The Nutrition Training and Policy Team

Welcome

This training module will help you identify child enrollment documentation **regulations**, **requirements**, and, **best practices** as well as provide you specific instructions on how to properly complete the NC CACFP *Child Participant Enrollment Form*. This training is important because missing or incomplete enrollment documentation could cost the center money. So, as you complete this training, keep in mind that reimbursement is disallowed for participants without proper enrollment documentation.

The Code of Federal Regulations

There are various regulations concerning child enrollment documentation. The following regulations are found in 7 CFR PART 226:

7CFR 226.10(d) clarifies recordkeeping stipulations of child enrollment documentation for the purpose of reimbursement claims.

7 CFR 226.15(e) further discusses proper recordkeeping practices applicable to child enrollment documentation and warns of potential financial consequences resulting from improper maintenance of enrollment documentation.

7 CFR 226.15(e)(2) explains the types of institutions that need to maintain child enrollment documentation, which types of institutions are exempt, and rules regarding the information that needs to be included in the enrollment documentation.

> What we mean when we refer to the "**regulations**" is the Code of Federal Regulations or CFR. The CFR is a codification of general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

NC CACFP Requirements

In the NC CACFP, Child enrollment documentation must meet the following requirements:

- Be maintained and complete
- Be available to representatives of the State agency
- Include information on each child's normal days and hours of care
- Include information on meals normally received while in care
- Be signed by a parent or guardian
- Be kept confidential
- Be retained for 3 years plus the current year
- Be updated annually

> In addition to the general requirements for child enrollment documentation, the Infant Feeding Consent Form must be complete and available for each enrolled infant. The Infant Feeding Consent Form can be downloaded from our website.

Exemptions from the Requirements

Some institutions are exempt from certain requirements of enrollment documentation. The records that must be maintained for at-risk afterschool care centers, emergency shelters and outside-school-hours care centers are listed below:

At-risk afterschool care centers must keep the following documentation daily:
- Names of participants
- Number of snacks or meals delivered
- Number of snacks or meals served

NOTE: Meals served to adults and non-resident children are not reimbursable.

Emergency shelters must keep the following documentation daily:
- A list of children by name, date of birth, and dates of residency in the shelter

Outside-school-hours care centers must keep the following documentation daily:
- Names of participants
- Attendance records
- Meal counts

NOTE: If an outside-school-hours care center is operated as part of a childcare center that participates in the CACFP, CACFP enrollment documentation is required.

NC CACFP Child Participant Enrollment Form

The State agency has developed a single form that captures the information required by the regulations for children participating in the CACFP. The Child Participant Enrollment Form can be downloaded from the NC CACFP website. Please ensure that you are using the enrollment form for the current fiscal year when you enroll children in your program.

We recommend that you fill in the Institution Name, Agreement Number, and Center Name found at the top of the form before making copies.

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.

In the participant information section of the form is space for multiple children in a family to be listed. Take advantage of that and try to use one form per family.

For each participant listed on the form, include the normal (typical) hours of care, normal (typical) days of care, and meals normally eaten when in care.

The next section provides some guidance on how to correctly 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 that the form is being updated annually.

Below the signature and date lines, the parent or guardian should provide their printed name and contact information including their address and phone numbers.

A representative from the center 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 representative should sign and date the form in the box located near the bottom of the page.

If a participant withdraws from the center, a withdrawal date should be listed on the line that says *date each child withdrew*.

Best Practices

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 the following:
- When the institution will collect enrollment documentation
- Who is responsible for verifying enrollment documentation
- Where enrollment documentation will be kept
- How the institution will retain the records for the required 3 years plus the current year
- How the institution will ensure that enrollment records are kept confidential

Consider organizing enrollment documentation alphabetically in a binder at the center.

Although the child participant's date of birth is not required per the regulations, it is helpful information to collect.

In order to show that the documentation is updated annually, it is important to make sure the parent's or guardian's signature is dated.

Staff should know where enrollment documentation is stored and should follow confidentiality policies to keep it secure.

When a child withdraws, write that child's withdrawal date on the enrollment documentation and then re-file the documentation.

Before starting your monthly claim, ensure that all enrollment documentation is up to date and complete.

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

The enrollment documentation should be verified for accuracy by a center representative.

We recommend that you have a second party person review the enrollment documentation to ensure accuracy.

Penalties for Fraud

The Penalties for Fraud statement is included in the Permanent Agreement. Be mindful that all documents completed that represent your CACFP operation are reviewed for accuracy and completeness. It is also recommended to have a second party review your documents.

CFDA and the Federal Awarding Agency

The U.S. Government requires that the State agency informs all institutions of our Catalog of Federal Domestic Assistance or CFDA Title and Number and the Federal Awarding Agency.

- The CFDA Title is the Child and Adult Care Food Program
- The CFDA Number is 10.558

And the Federal Awarding Agency is the U.S. Department of Agriculture or USDA, Food and Nutrition Service or FNS

The Non-Discrimination Statement

This training includes the Non-Discrimination Statement. We include it in all of our trainings. *This institution is an equal opportunity provider*.

Contact Information

Thank you for participating in this training. We hope that the information will assist in the operation of a successful CACFP. If you have any questions or concerns about this training or any other CACFP training, please contact the CACFP Nutrition Training and Policy Team by telephone at 919-707-5800 or by email at CACFPtraining@dhhs.nc.gov.