



Georgia Department of Early Care and Learning

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Governor

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MEMORANDUM

Date: September 15, 2010

To: Institutions Participating in the CACFP

From: Lou Brienza, Director, Nutrition Services 

RE: New Guidance for Calculating Enrollment for Child Care Centers and Day Care Homes

The purpose of the memorandum is to provide new guidance on the procedures for calculating enrollment of children served in the CACFP and determining when to disallow meals on the basis of enrollment.

In accordance with 7 §CFR 226.2 and Bright from the Start policy, an “enrolled child” means a child whose parent or guardian has submitted to an institution a signed document which indicates that the child is enrolled for child care as well as who has eaten at least one meal during the claiming period. Documentation of the child being enrolled must be updated annually (or the last day of the 12th month from the date signed), and signed by a parent or legal guardian. This document can be the Income Eligibility Statement (IES), Parental Agreement or any other document that indicates the child is enrolled for care and is signed by the parent or legal guardian. Please keep in mind, that if an institution opts to use the Parental Agreement form provided by Child Care Services, it must be updated annually.

Effective October 1, 2010, the following will now determine if a child is considered “enrolled” for the claim month:

- a. Current enrollment form, in a signed document which indicates the child is enrolled for child care; **and**
- b. Documentation to verify the child has been present for the purposes of child care and received at least one meal during the claim month.

Thus, in order to determine if the child is enrolled, the institution must maintain the following Program records which include, but are not limited to:

1. Daily and/or meal attendance records to ensure the child was in attendance and present for at least one meal during the claim month (i.e., sign in and sign out sheets); and
2. A current Income Eligibility Statement (IES) with a parent/guardian signature, Parental Agreement or any other document that indicates that the child is enrolled for the purposes of child care and is signed by the parent/guardian.

In accordance with 7 CFR 226.15(e)(2) for centers (**except for outside-school-hours care centers, emergency shelters, and at-risk afterschool care centers**) and 7CFR 226.18(e) for day care homes, documentation of enrollment must be updated annually (or the last day of the 12th month from the date signed), signed by a parent or legal guardian, and include all information on each child's normal days and hours of care and the meals normally received while in care. However, a child is considered "enrolled" if a signed document which indicates the child is enrolled for child care; **and** documentation to verify the child has been present for the purposes of child care and received at least one meal during the claim month **regardless if the CACFP required enrollment information (i.e., meals, times, or days) is incomplete or missing.**

CACFP meals can only be claimed for children enrolled in the center or day care home. If a current document signed by a parent/guardian is maintained, available and are accurate, and center/provider documentation confirms the child was in attendance for at least one meal during the claim month, the child is considered enrolled and should be included in the number of children enrolled also known as the enrollment number, and claiming percentages and meals may be claimed for the child.

Meals should not be claimed for children who lack a current and signed document by a parent/guardian that indicates the child is enrolled for child care or the documentation confirms the child was not in attendance for at least one meal during the claim month. In this case, the child is considered "not enrolled" for the purposes of the CACFP. Furthermore, any meals served to the child or claimed on behalf of the child cannot be reimbursed for the month in review and the child cannot be included in the institution's claiming percentages (i.e. free, reduced or paid). In this case, the child should not be included in the number of children enrolled or the enrollment number. For CACFP purposes, any meal claimed under these criteria would be disallowed due to the child not being enrolled in the center or day care home.

Please Note: For-profit centers must ensure that the definition of an enrolled child is applied as defined when calculating the required 25% percent of the licensed capacity or enrollment, whichever is less, based Title XX/Free and Reduced IES classifications. A claim should not be submitted for a for-profit center if 25% of the licensed capacity or enrollment is not Title XX or Free and Reduced Participants (see CACFP Policy 01-13).

Under no circumstances should meals be disallowed or reclaimed based **solely** on the institution not maintaining other **related enrollment information such as meals served, hours and days in care.**

The [CACFP Roster](#) is available on the Bright from the Start website on the CACFP forms webpage in the Nutrition Services section of the website. **Please print and/or download this form. The revised CACFP Roster becomes effective on October 1, 2010. All centers are required to utilize this CACFP Roster unless you have obtained alternate approval to use another form. All Rosters that have received alternate approval previously must be re-submitted for approval based on the revised Roster.**

For questions concerning this memorandum, please contact the Policy Administrator at (404) 651-8193.