

Federal Regulations governing the Child and Adult Care Food Program (CACFP) require that all children whose meals are claimed for reimbursement must be enrolled in the CACFP annually.

**Enrollment in the CACFP now requires all of the following information:**

1. Child's name
2. Child's date of birth
3. Date enrolled
4. Signature of parent or legal guardian
5. Schedule indicating the child's usual days and hours in care
6. Indication of meals normally served to the child while in care

**Exception to 5 and 6 above:**

If the center has time in/time out attendance records that are signed or initialed by the parent or a time clock, computer check in/out time system, items 5 and 6 above are not required as part of enrollment. The center must maintain the time in/time out records for four years.

**Acceptable Enrollment Forms**

- You may use your current enrollment form and add the required items to it.
- You may use the sample child enrollment form provided by the Nebraska Department of Education Nutrition Services (NS-105-C).
- Income Eligibility Forms (IEF) (NS-100-C) may be used to meet items 1 through 4 listed above if all information is reported on the IEF and the exception to 5 and 6 is met through a time in/time out system as described above.

**Annual Update to Existing Enrollment Forms**

You may have parents "sign off" on enrollment form information if there have been no changes since the last enrollment. Refer to the sample "Annual Update" section of the sample child enrollment form provided by NDE Nutrition Services (NS-105-C). If the enrollment information has changed, have the parent revise, sign and date the enrollment form. We advise against sending original documents home with children or parents, but it will be acceptable to have them "sign off" on a photocopied annual update.

**Annual Enrollment in CACFP is Required**

Each child whose meals are claimed for reimbursement from the CACFP must have new or updated enrollment forms on file every 12 months. This applies to meals claimed in all three reimbursement categories: free, reduced and paid. Note: Overclaims will be assessed for meals claimed without a current and complete enrollment form on file.

*Example:* an enrollment form signed by a parent on April 11, 2015 is good through April 30, 2016.

**Exceptions to Annual Enrollment**

The annual enrollment requirement does not apply to the following type of CACFP institutions: Outside-School-Hours Centers, and children participating only in the at-risk meals program.

**If you have questions on enrollment forms, please contact NDE at Telephone: (800-731-2233)**