

USDA Enrollment Form Procedure

Purpose

This tells site/center teams what they need to do to make sure children in their classroom have a completed *USDA CACFP Enrollment Form* (EF).

Guidance

The PSESD Early Learning Program works with the Child and Adult Care Food Program (CACFP) to provide nutritious meals and snacks to our students. In order to participate, either PSESD or the site/center will enter into an agreement with CACFP. The agency that signs the agreement is responsible for making sure that all provisions of the agreement are met. In some cases there will be an agreement signed by PSESD only for the snacks served. Breakfasts and lunches may be handled through the National School Lunch and Breakfast Program (NSLBP). When this is the case, a school district may require a separate application for the NSLBP.

Procedure

Each year an EF must be completed by all families who have children in a classroom where PSESD has an agreement with CACFP. Families who have a child (children) who are returning need to review and sign the EF on file or complete a new one each year. Space is provided on the EF for parents to sign/date the EF for year 2. Schedules must also be updated if using an existing EF.

USDA Enrollment Forms:

- Must be completed for each child in a classroom where PSESD has a CACFP agreement
- The parents or caretaker's original signature and date of signature **must** be on the form
- PSESD Nutrition Coordinators are required to check classroom Enrollment Forms
- Verify that a child is eligible to take part in the CACFP

1. Completion of Enrollment Form

- The site/center teams must provide the *USDA CACFP Enrollment Form* to all parents and guardians of children who are in a classroom where PSESD has a USDA CACFP agreement.
- **All Part Day and ECEAP Full School Day Programs:** The parent must complete the *USDA CACFP Enrollment Form* on or after July 1st.
- **ECEAP Extended Day/Head Start Full Day Programs:** The parent must complete the *USDA CACFP Enrollment Form* as a child enters into the PSESD Early Learning Program and every year after on an annual basis.
- Site teams must review points below for each section and be ready to answer questions parents and caregivers may have about completing the enrollment form:

Part One - Children's Information

Complete the information in the boxes for the Early Learning child(ren) **only**. Include:

- Child's name (if multiple children in same class from same family-all may be listed on one form)
- Child's birth date
- Circle the days of the class the child will be attending
- Fill in the actual hours of class (e.g., 9:00 – 11:40)
- Circle the meals served while the child is attending class

Part Two - Identifying Information and Certification of Data

- Parents/caregivers are not required to answer this section. We encourage them to complete it so everyone receives benefits on a fair basis. Site/center staff should leave this section blank if it is not completed by the parent/guardian.

Part Three - Signature

This section must be filled out completely, including:

- Parent signature
- **Date of parent signature***
- Printed name of parent/caregiver signing the form
- Mailing address of family, including zip code
- Daytime phone number

***IMPORTANT:** If there is no “date of parent signature”, record the date the form was received and your initials outside of the Parent Signature box (either to the side or at the bottom of the page).

Once the *USDA CACFP Enrollment Form* is complete, provide parents with a copy of the *Building for the Future Parent Notification Flyer*.

2. Document

- Site teams must keep the original *USDA CACFP Enrollment Form* with the original Early Learning application.
- Site teams must send a copy of the *USDA CACFP Enrollment Form* to the PSED within five days of the child’s first day of class.

Child Transfers:

- A child who is transferring from one class to another in the same site does not need a new EF.
- A child who is transferring from one site to another needs to have a new EF completed.

Related Documents

USDA CACFP Enrollment Form - English & Spanish

Building for the Future Procedure

Building for the Future Parent Notification Flier - English & Spanish