

## GUIDELINES FOR ENROLLMENT FORM

1. Print your name and Food Program number. Do not use your business name.

### **STOP: PARENT FILLS OUT REST OF ENROLLMENT FORM, WITH YOUR HELP!**

- It is best to sit down with the parents in your home and assist them in filling out the enrollment form.
- It is your responsibility to educate parents about the Food Program, and inform them of your meal times.
- It is your responsibility to review the enrollment for completeness and accuracy.
- Enrollments are due the 5<sup>th</sup> of the month following the first month the child is claimed for meals.
- Late claims are not reimbursed for missing enrollment forms.

2. Parent records first and last name of children. Siblings can be put on one enrollment form.

3. Parent records birth date. Ensure correct *year* is recorded.

4. Parent records the earliest the child will arrive, and the latest they will be in care. Include AM or PM. Ensure the parents record the hours the child will be in care, not their work hours.

If a child is on a fairly regular schedule, have the parent record the usual hours of care here, and list any occasional changes under #8.

If a child is on a 'variable' schedule, and could be in care anytime during your operating hours, have the parent record your operating hours in this section.

5. Parent records the appropriate meals/snacks the child (ren) will be in care to receive with an **X**. If the child will occasionally be in care to receive that meal/snack, parent records **OCC** for occasional

We go by the HOURS in care in determining meal eligibility; the meals checked must match the hours in care and your meal times as stated on the Application for Participation.

6. Parent records days of week child (ren) will be in care. If the child (ren) will occasionally be in care on certain days, record **OCC** for occasional.

7. If a child is school age, parent records if the child will be in care on in-service days, holidays, or summer vacation. For all children, any other occasional care situations need to be noted here as well.

8. If child is related to you, how related?

9. Parent records if child (ren) have an allergy. If the child has a milk allergy, we must receive a note/ special diet statement from the Doctor before meal reimbursement for the child can be paid.

10. Parent records name, address, and phone numbers for work and/or home. Parent signs form.

11. Ensure that the date the parent records is the 1<sup>st</sup> day child (ren) are served meals on the Food Program. This date should be the date they are first in care and claimed on Food Program. If it is not dated correctly, we will not be able to reimburse retroactively for days not enrolled.

12. Racial-Ethnic Heritage of Children: This section is optional.