



Georgia Department of Early Care and Learning

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## MEMORANDUM

To: Institutions Participating in the Child and Adult Care Food Program (CACFP)

From: Sonja R. Adams, Nutrition Director - Provider Services (**Original Signed**)

Date: October 1, 2019

Subject: Updated Guidance for Determining and Calculating Enrollment for Child Care Centers and Day Care Homes (Revised)

Legal Authority: 7 CFR § 226.2, 7 CFR § 226.15(e)(2), and 7 CFR § 226.18(e)

**Cross Reference/See also:** DECAL Policy No.: CACFP/01-13

The purpose of the memorandum is to provide updated guidance on the procedures for calculating enrollment of participating children in the CACFP. Additionally, this guidance details how to determine when to reclaim meals based on enrollment. Further, this memorandum clarifies what documentation is required for a child to be considered “enrolled.” This memorandum supersedes DECAL Policy Memorandum, *New Guidance for Calculating Enrollment for Child Care Centers and Day Care Homes*, September 15, 2010.

### **Determining an ‘Enrolled’ Child**

An “enrolled child” means a child whose parent or guardian has submitted a signed document to an institution which indicates that the child is enrolled for childcare and who has eaten at least one meal during the claiming period.

To clarify, for a child to be considered *enrolled* for the claim month, **all** the following are required:

- a. A current enrollment form which is signed, dated by the parent/legal guardian, and 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 has eaten at least one meal during the claim month.

## Required Enrollment Documentation

Except for outside-school-hours care centers, emergency shelters, and at-risk afterschool care centers, enrollment documentation for both centers<sup>1</sup> and day care homes<sup>2</sup> must be:

1. Updated annually (or the last day of the 12<sup>th</sup> month from the date signed);
2. Signed by a parent or legal guardian; **and**
3. Include all information on each child's normal days and hours of care as well as the meals normally received while in care.

Documentation to verify that a child is *enrolled* includes the Income Eligibility Statement (IES), Child Care Services' (CCS) Parental Agreement form, or any other acceptable document that indicates the child is enrolled for childcare. To determine whether a particular document is acceptable to support child enrollment, the organization must consult with their assigned Nutrition Compliance Examiner. Additionally, institutions must maintain **meal count records, attendance records, documentation to verify a child's arrival and departure times with parent signature** (sign-in and sign-out documentation) to verify the child was in attendance and present for at least one meal during the claim month.

If using the IES to support enrollment, completing **PART III: ENROLLMENT INFORMATION** of the form would fulfill the requirement of documenting the days, hours of care, and meals received. However, if Part III of the IES form is missing or incomplete, meals will not be disallowed or reclaimed based solely on the missing or incomplete information. Rather, the institution would need to document enrollment using another document mentioned above. Completing Part III of the IES form is strongly encouraged as a 'recordkeeping best practice.' Further, if an institution chooses to use the Child Care Services' (CCS) Parental Agreement form to capture enrollment, such form must be updated annually.

## Expiration of Enrollment Documentation

Enrollment documentation expires the last day of the 12<sup>th</sup> month after the date of signature. For example, if the parent or legal guardian signed and dated the valid enrollment document on March 15, 2019, the document would not expire until March 31, 2020. During compliance reviews, meals for participants whose enrollment documentation has expired will be reclaimed/disallowed and income eligibility will be removed for the claim month. Institutions must ensure enrollment documentation is frequently monitored for expiration dates and are updated well before the forms are due to expire.

When an enrollment form for a new child is *submitted* mid-month (*e.g.*, March 15, 2019, the child would not be considered *enrolled* for the beginning part of that month (*e.g.*, March 1 to March 14, 2019.) However, if the child's enrollment form is merely being *renewed* mid-month, the prior year's enrollment must be current and active in order to be considered *enrolled* from the beginning part of that month (*e.g.*, March 1 to March 14, 2019.)

**Note:** A sponsor's date-stamp representing the date of receipt from the facility and/or provider cannot serve as a substitute for the parent or legal guardian's signature and/or date. The enrollment form must be both signed and dated by the parent or legal guardian *at the time he or she completes the form* for the form to be considered complete and thus, valid.

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<sup>1</sup> 7 CFR § 226.15(e)(2)

<sup>2</sup> 7 CFR § 226.18(e)

## Claiming Enrolled Children

**CACFP meals can only be claimed for children enrolled in the center or day care home.** As a reminder, a child is considered enrolled when a current document is signed and dated by a parent or legal guardian, and is available, accurate, and confirms the child ate at least one meal during the claim month. The child must 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 child participants:

- (a) lacking a current document that is signed and dated by a parent/legal guardian;
- (b) lacking a current document that indicates the child is enrolled for child care or lacking documentation confirming the child was in attendance for at least one meal during the claim month; and/or
- (c) whose enrollment form has expired.

Under the circumstances listed above, any meals served to the child or claimed on behalf of the child, cannot be reimbursed for the month in review, be included in the institution's claiming percentages (*i.e.* free, reduced, or paid), nor be included in the number of children enrolled. Accordingly, any meal claimed under any of these criteria (a-c) would be disallowed/reclaimed and the child would be considered "not enrolled" for CACFP purposes.

Lastly, if a child is enrolled in a center/day care home and is in attendance but is not participating in a CACFP meal service (*e.g.*, meals are provided by the parent), the institution would not be required to have an IES form on file for that child and the child would not be included on the Program roster, meal counts, or included in claiming percentages. However, should the child ever be served a CACFP meal and the institution lack documentation of the child's eligibility status, the meal must be placed in the "paid" category.

## Determining Enrollment within For-profit Centers

A claim must not be submitted for a for-profit center if 25% of the licensed capacity or enrollment is not Title XX or Free and Reduced.<sup>3</sup> 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 on Title XX/Free and Reduced IES classifications.

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

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<sup>3</sup> See also DECAL Policy No. CACFP/01-13.