

Organization Name _____

Center Name _____

**Child Care Food Program
ENROLLMENT ROSTER**

Fiscal Year '14-'15 (October 1, 2014 – September 30, 2015)

Authorization Number _____

Name of Child (Last Name, First Name)	Age of Child	10/01/14 or 1st Date of Attendance on CCFP	Last Date of Attendance in Center	Category of Meal Eligibility		
				(a) Free	(b) Reduced- Price	(c) Non-Needy

(6) Enter below, for each month, the total number of children eligible for free, reduced-price, and non-needy meals. Children must be in attendance for at least one day in the month in order to be included in the free, reduced-price and non-needy numbers below. Transfer this information each month to the claim.

	OCT 14	NOV 14	DEC 14	JAN 15	FEB 15	MAR 15	APRIL 15	MAY 15	JUNE 15	JULY 15	AUG 15	SEPT 15
F	0	0	0	0	0	0	0	0	0	0	0	0
R	0	0	0	0	0	0	0	0	0	0	0	0
N	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0

ENROLLMENT ROSTER

October 1, 2014 - September 30, 2015

General Instructions

This enrollment roster is a required document for tracking free, reduced-price and non-needy meal eligibility in child care centers and outside school hours care centers. The child's eligibility category is based on information provided on the Free and Reduced-Price Meal Application. When a new child enrolls in the program, his/her name, age, and eligibility category with the first date of attendance must be noted on the roster.

A child care center and outside-school-hours care center may claim reimbursement only for meals served to enrolled children. Children are defined as persons who are 12 years of age and under; or children of migrant workers 15 years of age and under; or persons with an appropriately documented mental or physical disability who are enrolled in an institution or a child care facility serving a majority of persons 18 years of age and under. **No more than two meals and one snack or two snacks and one meal may be claimed per child per day.**

Do not send this report to the state office. Keep on file at your institution.

Instructions for Completing the Enrollment Roster

For the new fiscal year (October 1, 2014 to September 30, 2015), the following should be recorded under each column:
COLUMN

- (1) Enter the name of each enrolled child (last name first). Use the same name (first and last) for a child on all CFP records (e.g., attendance records, enrollment records, etc.) If a new child enrolls during the fiscal year, add the child's name to the roster.
- (2) Enter the age of the child.
- (3) Enter the first date the child attends the center in the fiscal year. If the child has been in attendance prior to October 2014, then enter 10/1/14.

****Prospective Contractors only:** Enter your approval date in this column when you receive your approval notice.

- (4) If a child leaves the center in this fiscal year, enter the child's last date of attendance.

Tip: Once you have claimed the child for the last month they have attended, you may line through their name so as not to accidentally claim them in subsequent months.

- (5) Enter the child's eligibility category based on information from the approved Free and Reduced-Price Meal Application.
- (6) At the end of each month, enter the monthly total number of free, reduced-price and non-needy eligible children for each month and then transfer the totals to the monthly reimbursement claim.