

Sponsor Name: Brookline Sprats at Tree of Life Open Bible Church
Agreement #: 328-02-895-8

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

SPONSOR PROCEDURE

ENROLLMENT FORMS – CHILD CARE

CACFP Performance Standard 2 – Administrative Capability. Institutions must have written policies and procedures that assign CACFP duties.

CACFP Performance Standard 3 – Program Accountability. Institutions must have internal controls and other management systems in effect to ensure compliance with the collection and maintenance of required CACFP records.

Reference Regulation 226.17(b)(8) All childcare centers, independent or sponsored, shall meet the following requirements. Childcare centers shall collect and maintain documentation of the enrollment of each child.

A written procedure must answer the following five questions:

1. **What** processes and procedures will be implemented to ensure compliance now and in the future?
2. **Who** by position title (i.e., owner, director, administrative assistant, classroom teacher) is responsible for conducting the processes and who by position title is ultimately responsible for ensuring the procedure is followed now and in the future?
3. **How** will the sponsor ensure that the processes and procedures are followed consistently to prevent issues of non-compliance?
4. **When and at what frequency** will the processes and procedures be implemented?
5. **Where** will the supporting documentation be maintained?

WHAT?

The following processes and procedures will be implemented to ensure that current and complete Enrollment Forms are maintained for each participant claimed for reimbursement.

- CACFP Enrollment Forms are valid for a period of twelve (12) months and a current Enrollment Form will be collected for each participant on an annual basis.
- The CACFP Enrollment Form is effective from the beginning of the month in which the parent/legal guardian signed and dated the form as long as the site/center receives the Enrollment Form within the same month that the form was signed and dated by the parent/legal guardian. The Enrollment form is considered current and valid until the last day of the month in which the form was dated one year earlier.
- CACFP Enrollment Forms are required for any participant claimed under the Traditional Child Care and Pre-K Counts programs. Meals for participants without a current and complete Enrollment Form will not be claimed for reimbursement.

- The CACFP Enrollment Form utilized will be (check one of the following):

☒ One of the Pennsylvania Department of Education (PDE) prototype CACFP Enrollment Forms found in Child Nutrition Program Electronic Application and Reimbursement System (CN PEARS) Download Forms.

OR

☐ An enrollment form developed and utilized by the sponsor that includes all required information including the USDA non-discrimination statement with complaint procedure.

- Required information on the CACFP Enrollment Form:

1. Each enrolled participant's first and last name
2. Birth date
3. Normal days in care
4. Normal hours of care
5. Daily expected meal service participation
6. Dated signature of the Parent/Guardian

- The dated signature of the Parent/Guardian will be used to validate the time frame of the Enrollment Form.
- CACFP Enrollment Forms received without all required information will be returned to the household and meals for the participant(s) will not be claimed until the Enrollment Form is returned with all required information.
- Only meals served to participants with a complete, current, and valid CACFP Enrollment Form will be claimed for reimbursement.
- When distributing Enrollment Forms for new and current participants, an enrollment packet will be provided that includes:
 - Enrollment Form
 - Women, Infants, and Children (WIC) information
 - Building for the Future flyer
- All Enrollment Forms, including those for participants who have withdrawn, will be maintained for three (3) years plus the current year.
- Other - Provide a **detailed** description. Attach as an addendum if necessary.

WHO?

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will oversee the distribution and collection of CACFP Enrollment Forms and packets? If more than one person will be responsible for collecting Enrollment Forms, list all applicable position titles.

Identify the title of the position: Director, Assistant Director,

Identify the title of the position: Administrative Assistant

Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will review the CACFP Enrollment Forms to ensure all required information has been provided, including the dated signature of the parent/guardian, and will sign and date the Enrollment Form as the Sponsor or Center Representative? If more than one person will be responsible for initially reviewing Enrollment Forms, list all applicable position titles.

Identify the title of the position: Director, Assistant Director,

Identify the title of the position: Administrative Assistant

A second check of CACFP Enrollment Forms must be conducted a few days after the CACFP Enrollment Form is initially received. Who by **position title** (i.e., owner, director, administrative assistant, classroom teacher) will conduct this second check? Check one of the following:

☐ The second check will be conducted by the same employee(s) that initially reviewed and signed the form.

OR

☒ A second check will occur within a few days after the CACFP Enrollment form is initially received. The second check will be conducted by: (**May NOT be the same employee(s) who initially reviewed and signed the form**)

Identify the title of the position: Kitchen Manager

Identify the title of the position:

Who by **position title** (i.e., owner, director, administrator, CEO) is ultimately responsible for validating the procedure is followed?

Identify the title of the position: Kitchen Manager

→ **NOTE: All CACFP duties must be included in each applicable position description.**

HOW?

Provide a description of how the sponsor will ensure that current Enrollment Forms are maintained for all active participants. Check all that apply.

☒ A master enrollment list or meal count roster will be developed and used to track that all claimed participants have a complete and current Enrollment Form prior to submitting the monthly claim for reimbursement. The checklist will be maintained along with all monthly documentation to support the claim.

☒ Sponsor administrator will train staff responsible for distributing and collecting Enrollment Forms. Re-training will occur no less than annually.

☐ Other - Provide a **detailed** description. Attach as an addendum if necessary.

WHEN?

Date this procedure was implemented:

Frequency that CACFP Enrollment Forms will be collected. Check all that apply.

☒ At the initial time of enrollment for all newly enrolled participants at any time throughout the year.

☒ CACFP Enrollment Forms will be updated for all enrolled participants: (check one of the following)

☐ All CACFP Enrollment Forms will be renewed as they expire.

OR

☒ All CACFP Enrollment Forms will be renewed each year during the month of August & February.
Indicate the specific month

☐ Other - Provide **detailed** description. Attach as an addendum if necessary.

WHERE?

All documentation supporting CACFP Enrollment Forms must be maintained for three (3) years plus the current year, except if audit findings have not been resolved, then records shall be retained until the resolution of the issues raised by the audit. Documentation must be available for review by USDA or the State Agency at all times. Check all that apply.

☒ Center Director's Office

Address: 1036 Brookline Blvd, Pgh, PA 15226

☐ Sponsoring organization administrative office

Address:

☒ Other – provide a **detailed** description. Attach as an addendum if necessary.

Address: Attic of Facility with other archived documents
1036 Brookline Blvd Pgh PA 15226

I certify that the procedure described has been implemented and I will provide oversight and ensure that the procedure is properly implemented now and in the future. Whenever changes in regulations or procedures are disseminated by the State Agency, I will access and implement applicable revisions to this procedure based on USDA regulations and State Agency guidance as they apply to the Child and Adult Care Food Program.

A signed copy of this procedure will be maintained and will be available for review by USDA and the State Agency.

Signature: ASUs

Date: 4-5-24

Position: Director