**Sponsor Name**

*Date Created/ Revised*

**Procedure for**: Child Enrollment Form (CEF)

**This Record Applies to:** Child Care, Head Start (if community or sibling meals are claimed), and Outside School Hours CenterParticipants.

*When completed, this template will serve as your organization’s written procedure for the task above. All staff involved in this procedure must review and be knowledgeable on how to implement this. ODE CNP expects that following this procedure will produce accurate outcomes when replicated. Please complete all fillable fields, as applicable, to your program. If a field is not applicable, you may delete the information in the field. If an item has a checkbox, only select the item if it will be included in your procedure. If not, do not select the checkbox item. If you have any questions, please contact your assigned Child Nutrition Specialist.*

**Overview of Record:** A completed Child and Adult Care Food Program (CACFP) CEF must be on file for all participants. The Sponsor may not claim meals for a participant without a valid CEF on file. CEFs must be collected from all new participants at the time of enrollment. Families and guardians are required to complete CEFs annually, regardless of when they initially enrolled. CEFs are effective from the first day of the month in which the form was signed by the parent or legal guardian through the last day of that same calendar month one year later. Blank CEFs can be found on the ODE CNP CACFP Public Website.

1. **Record Process & Timeline:**
2. The Position Title in CNPweb will distribute a new CEF through Registration packet, Handbook, etc. in Month to all program participants/ guardians and to new, incoming participants/guardians during enrollment. (Check field if applicable)
3. Incoming participant/families will receive the blank CEF Describe when & how incoming participants/families will recieve the form . CEF must be filled out, signed, and returned within number of days (or prior to the first day of care).
4. During the report month (October) either new or updated CEFs for all currently enrolled participants must be filled out and signed between Date and Date (or, if Date falls on a non-working day, the first business day after this date), regardless of when the participant was first enrolled.
5. Infants only: CEFs will have the brand name of the formula provided by the center pre-filled by the Position Title in CNPweb. The guardian must designate on the CEF if the formula is accepted or declined.

Forms not returned in the time frames listed above will be followed up with by the Position Title in CNPweb via describe methods to follow up within number of days .

1. Completed CEFs will be returned to Position Title in CNPweb to perform the initial review. If a completed CEF is returned to another staff member, describe how the form will be relayed to Position Title in CNPweb.
   1. Describe where CEFs will be maintained during the collection/ review process
2. After the initial review, Position Title in CNPweb will forward the form to Position Title in CNPweb by describe the method for forwarding the form, i.e. where it will be placed or if it is emailed, etc. for the final review.
3. During the initial and final review, all CEFs will be reviewed for completeness and accuracy.
   1. A completed CEF must have all the following information completed on the form:
      1. Participant’s full name
         1. If there are multiple participants from the same family, up to four may listed on the same form
      2. Typical In and Out times
      3. Typical meals served while in care
      4. Typical Days of the week attending
      5. Parent/ Guardian printed name, date and signature
      6. Infant benefit selction, if applicable
   2. If a form has an error and/or is missing any of the information listed above, the Position Title in CNPweb will contact the guardian to have the form corrected.
      1. CEF must be filled out, signed, and returned within number of days. Forms not returned in this time frame will be followed up with by the Position Title in CNPweb via describe methods to follow up within number of days.
4. It is the Position Title in CNPweb’s responsibility to make certain all completed CEFs are successfully collected, reviewed, and compiled by Date/ timeframe each CACFP program year.
   1. CEFs received for new enrollments outside of the annual update months, will be verified by the Position Title in CNPweb for completeness within Number of business days it is signed by the Parent/ Guardian.
5. It is the Position Title in CNPweb responsibility to make certain participants without current & accurate CEFs on file for the claim month do not have meals claimed for reimbursement. See the Claim Procedure for more information.
6. These forms will then be used to compile the One Month Enrollment Roster (OMER) and subsequently filed in their appropriate location. See the OMER Procedure for more information.
7. Expiring Forms:

Position Title in CNPweb will review forms monthly, by a certain date each month, the 1st each month, etc. to ensure a current form is on file for all participants.

* 1. If a current form is not on file for a participant, Position Title in CNPweb will describe what staff will do to ensure a new or updated CEF is on file.
  2. CEF must be filled out, signed, and returned within number of days. Forms not returned in this time frame will be followed up with by the Position Title in CNPweb via describe methods to follow up within number of days.

Describe reminder system for expiring CEFs, which is managed by Position Title in CNPweb, who will review forms to ensure a current form is on file for all participants.

1. If a form is expiring, Position Title in CNPweb will describe what staff will do to ensure a new or updated CEF is on file.
2. CEF must be filled out, signed, and returned within number of days. Forms not returned in this time frame will be followed up with by the Position Title in CNPweb via describe methods to follow up within number of days.
3. **Where the Completed Record is Kept:** Describe what location and what room these records will be held. Include any information that would be neccessary for someone to locate these forms. Example: The CEF file folder in the top drawer of the filing cabinet in the director's office at XXX.
4. **Procedure back-ups:** IfPosition Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will take the lead. IfPosition Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will take the lead.

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