

The One Month Enrollment Report (OMER)

Sample OMER (CNPweb View)

(1) Free Enrollment	41
(2) Reduced Enrollment	15
(3) Above Scale Enrollment	18
(4) Total Enrollment	74

What is the One Month Enrollment Report?

The OMER establishes a claim percentage and meal reimbursement rate for each site based on the number of enrolled participants eligible for the free, reduced-price and above-scale categories.

Sponsors complete a Roster and submit the resulting information for every October, and for the first operating month of a new site, on the CNPweb reimbursement claim.

CACFP sponsors with adult day care sites, child care sites, outside school hours sites, or Head Start sites that claim sibling and/or community participant meals must develop an OMER for each site.

What does a Sponsor need to do?

- Sponsors use the ODE OMER Roster Excel Template on the ODE website
- [OMER Roster website link: https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPForms.aspx](https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPForms.aspx)

To learn more, go to the [ODE CACFP Training website: http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx](http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx)

One Month Enrollment Report (OMER) – Remember: **GPS!**

G

Gather enrollment and eligibility forms for the OMER month

Gather

P

Populate the OMER Excel Roster, using information gathered in the first step “G”

Populate

S

Submit the October reimbursement claim, reporting each sites’ OMER numbers *exactly* as listed on the Roster

Submit

Tips for Success

- ✓ Do not include participants on Roster with missing or outdated enrollment information
- ✓ Make sure all CIS forms are approved correctly
- ✓ List participants on the Roster of only one site
- ✓ Double-check your data entry on the claim to make sure the OMER numbers match the Roster



- ✓ Make sure all forms are complete and accurate
- ✓ Have a double check system to ensure the accuracy of the OMER for all steps of the process



OMER Development Checklist – “GPS”

Gather Forms: Before October 31

- Gather annual enrollment forms (Child care centers distribute and collect CACFP Child Enrollment Forms (CEF))
- Distribute, collect and approve eligibility forms (i.e. Confidential Income Statements (CIS) forms)
- Organize forms by household and/or participant
- Assign an OMER Roster Number to the Eligibility and Enrollment forms by household
- Download the current Excel OMER Roster from ODE CNP’s public website and save it to your computer

Populate the Roster: Before Oct. claim submitted

- Populate the Excel OMER Roster with participant names, their enrollment and eligibility information. If your organization has multiple CACFP sites, create sheets for all approved CACFP sites requiring an OMER
- Based on the enrollment documentation, (for child care centers - CEFs), record all participants enrolled for care at each site during OMER month
- Based on eligibility documentation, i.e. CIS forms, record participants’ eligibility determination (Free, Reduced-Price or Above Scale) on the OMER Roster
- Participants without eligibility documentation (i.e. CIS) are recorded in the Above Scale category
- Check to see if there are errors on the OMER Roster – if so, correct them
- Have a double check system to ensure accuracy
- Save the completed OMER Excel Roster to your computer

Submit the Claim: By December 30

- Complete each site’s October claim (or first month of CACFP operation) online - using ODE CNP’s claiming system - with the OMER numbers as listed *exactly* as they appear on the OMER Roster for each site
- Have someone double check the OMER numbers are correctly listed in the claim
- Submit the claim for reimbursement