

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202-1520**

May 14, 2010

MEMORANDUM

TO: Child and Adult Care Food Program Administrators
(Childcare Centers, Sponsoring Organizations of Childcare Centers)

FROM: Mary A. Young, Program Manager
Child and Adult Care Food Program

SUBJECT: Collection of Required Enrollment Information by Childcare Centers, Policy 10-09

We are aware that the instructions printed on the General Record and Statement of Child's Health for Admission to Child Care Facility, (DSS Form 2900) revised in March 2010 does not include a requirement for updating the form annually. Although this form was issued by Child Care Regulatory Services, all childcare centers participating in CACFP are also required to use this form to document the child's enrollment in the center as required by CACFP regulations. **Childcare centers participating in CACFP must ensure parents complete a new DSS 2900 annually and that the required elements of the form for CACFP purposes are completed.**

Federal regulations at 7 CFR.226.15(e) stipulate, "*Recordkeeping*. Each institution shall establish procedures to collect and maintain all program records required under this part, as well as any records required by the State agency. Failure to maintain such records shall be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records. At a minimum, the following records must be collected and maintained:...

- (2) Documentation of the enrollment of each participant at child care center (except for outside-school-hours care centers, emergency shelters, and at-risk afterschool care centers). All types of centers, except for emergency shelters and at-risk afterschool care centers, must maintain information used to determine eligibility for free or reduced-price meals in accordance with section 226.23(e)(1). For child care centers such documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care."

We previously established the month of September as the update month for enrollment forms and Free and Reduced-price Meal Applications. Unless another month has been approved by the CACFP office, all childcare centers are to have the parent/guardians complete new forms in September. If the enrollment form is not updated annually, meals claimed for the affected child or children will be disallowed. For example, an enrollment form was submitted on September 10, 2009. This form can be updated as late as September 30, 2010. If the enrollment form was updated on or after October 1, 2010, meals claimed for the child after September 10, 2010 would be disallowed.

If you have any questions concerning this policy memo, please contact your CACFP Consultant.