



**ENROLLMENT ROSTER**  
August 1, 2017- July 31, 2018  
**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 year (August 1, 2017 to July 31, 2018), 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 CCFP records (e.g., attendance records, enrollment records, etc.) If a new child enrolls during the year, add the child's name to the roster.
- (2) Enter the age of the child.
- (3) If the child has been in attendance prior to August 2017, enter 08/01/17. If not, enter the first date the child attends the center.  
**\*\*Prospective Contractors only: Enter your approval date in this column when you receive your approval notice.**
- (4) If a child leaves the center during the 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 category of eligibility based on information from the approved Free and Reduced-Price Meal Application.
- (6) At the end of each month, enter the total numbers of free, reduced-price and non-needy children for that month and then transfer the totals to the monthly reimbursement claim.