

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsoring Organizations
and Institutions

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

SUBJECT: **Operational Memorandum # 12C-05**
Child and Adult Care Food Program (CACFP) Interim Rule
Implementation:
I. Household Contacts
II. Annual Enrollment Documents

DATE: April 1, 2005

The purpose of this memorandum is to provide information on implementation of certain provisions of the interim federal regulations governing the CACFP for child care center programs. These provisions cover household contact requirements, income eligibility applications and child enrollment forms as follows:

I. Household Contacts (Only for Sponsors of More Than One Child Care Facility)

Organizations participating in the CACFP with more than one center facility must conduct parental contacts to verify child enrollment and attendance as part of their monitoring responsibilities. The Connecticut State Department of Education has developed a household contact system that must be implemented by day care center sponsors beginning **April 1, 2005**. A copy of the policy describing this system and a sample parental contact letter is attached for this purpose.

II. Annual Enrollment Form Requirements

An annual enrollment form is required for all children enrolled in the CACFP. The child's enrollment form must be signed by the parent or guardian and include information about the child's normal days and hours of attendance and the meals that the child receives while in care. All of this information must be included on the enrollment form but the meals served may be revised to reflect only the meals that are served at the facility. Programs may choose to capture the required information on a separate enrollment form or as part of the income eligibility form that must be

submitted annually by households of participants in care. The current sample income eligibility application and child enrollment forms (one for day care centers and one for Head Start Programs using automatic eligibility) have been modified to include this new required information and copies of these documents are attached. These forms or versions of the forms including the required information must be used for all children enrolled on or after **April 1, 2005** and must be in place for all other currently enrolled children by **September 30, 2005**. All outdated enrollment or income eligibility forms must be discarded.

If there are any questions concerning this guidance, center sponsors please contact Susan Boyle at 860-807-2074, Celia Cordero at 860-807-2076 or Benedict Onye at 860-807-2080.

Attachments

K/cnshared/cnmemos/om#11C-05 Child and Adult Care Food Program (CACFP) Interim Rule Implementation: