

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Enrollment Form

POLICY:

Enrollment Forms will be obtained on every child that participates in the Child and Adult Care Food Program. All Head Start and KERA pre-school children are automatically eligible for Free meals. (USDA Policy 11-2013)

- *This policy relates to **Head Start Performance Standards 45 CFR Part 1302.44** and CACFP*

PROCEDURE:

1. A completed enrollment form must be obtained on every child that participates in CACFP. The enrollment form must be obtained the month the child enrolls. It must be signed and dated by the parent/guardian the month the child enrolls. If a child does not have an enrollment form, the child's attendance, as well as meals consumed, will not be claimed for reimbursement.
2. All original enrollment forms will be submitted to the Grantee Nutrition Services Manager/RD for review. The forms will be kept on file in the Grantee Office, and copies will be kept in each classroom and delegate office.

Approved by the Policy Council, April 2017