

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

## Master Roster of Enrollees

### POLICY:

The program will maintain an enrollment roster which lists the names of each child who participates in meal service during the month. All Head Start and KERA pre-school children that participate in CACFP are automatically Free (USDA Policy 11-2013).

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

### PROCEDURE:

1. For each month of operation, a Master Roster will be updated to accurately reflect the number of children enrolled in the classroom.
2. The Master Roster is to be submitted to the grantee Nutrition Services Manager monthly.
3. Master Rosters are to be kept up-to-date and filed in a locked cabinet.
  - Master Rosters must be on-going and up-to-date
  - Names on Master Roster should always reflect names on **COPA** attendance.

*Approved by the Policy Council, April 2017*