Child Care Center Roster of Food Program Participants
Child and Adult Care Food Program

Please check the type of program for this roster:

☐ Child Care Center ☐ Outside School Hours Center ☐ Emergency/Homeless Shelter
☐ Head Start ☐ At-Risk Afterschool Care Center (*add participants at the end of roster*)

Facility Name_____

Address_____

Instructions: In preparation for the new fiscal year, which begins October 1st of each year, each facility must create a new roster. The names of participants on the initial roster for each fiscal year should be in alphabetical order by the last name for each participant enrolled for care as of the date that the roster is created. After the initial roster is created, newly enrolled participants should be added to the end of the roster. Each facility MUST maintain the roster by exiting participants when they disenroll and entering new participants as they enroll. The roster at a minimum **MUST** be updated at the first of every month prior to claim submission since the roster is used to establish the number of participants in each income category, and if a for profit facility, to establish if the facility qualifies to claim for the month. **Participants that are enrolled in the institution (parent provided signed documentation) but not in attendance/received at least one meal for a given claim month should not be included in the enrollment number and categories of eligibility for that claim month. An "X" should be denoted in the last section below for the month(s) that the participant(s) was NOT in attendance.**

Name of Child Last/First Name	Age	*Check only one*		Date Entered	Date Exited	Category of Eligibility[3]			NOT in attendance for at least 1 meal during the following month(s): Oct.=10, Nov.=11, Dec.=12, Jan=1 and so on…											
		Title XX[1]	Pre-K Cat. 1[2]			F	R	P	10	11	12	1	2	3	4	5	6	7	8	9

[1] *For-profit centers* must maintain documentation for all children that receive Title XX funds.
[2] Children that qualify for Pre-K Category 1, but are not on DFCS Form 69 or 77.
[3] Resident children in Emergency Shelters and children enrolled in an eligible At-Risk Afterschool Meals Program are automatically in the "Free" eligibility category.

A current and complete Income Eligibility Statement must be on file for all free/reduced participants listed on this roster.

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