

Virginia CACFP Annual CACFP Enrollment Form (Child)

CENTER/PROVIDER COMPLETE THIS SECTION

Center/Provider Name

Street Address

City

VA
State

Zip Code

This institution participates in the Child and Adult Care Food Program (CACFP) and receives reimbursement to provide nutritious meals for children. Federal CACFP regulations require all parents/guardians to complete and sign a separate annual Enrollment Form per child when enrolling their child(ren) with this provider, and every 12 months thereafter. **The parent or guardian must complete and ensure accuracy of Sections 1 through 5 below.**

This form is required for:

Child Care Centers, Family Day Care Homes,
Licensed Outside School Hours Care Centers

This form is NOT required for:

At-Risk Afterschool Centers, Emergency Shelters

1	FULL NAME OF ENROLLED CHILD (Include Birth Date/Age)	2	DAYS OF WEEK IN ATTENDANCE	3	TIMES CHILD NORMALLY ATTENDS CARE DURING THE WEEK			4	MEALS RECEIVED
	<div>Child's First Name</div> <div>Child's Last Name</div> <div>Date of Birth (m/d/yy)</div> <div>Age</div>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<div>TIME IN</div> <div>TIME OUT</div> <div>SPORADIC SCHEDULE (no set schedule of days)</div>				<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> EV Snack		
			NOTES:						

5 Parent/Guardian Signature and Date:
By signing this form, I certify that I am the parent/legal guardian of the child named in Section 1 of this Enrollment Form and that the information contained on this form is true and correct.

Printed Name

Signature

Street Address

City, State, Zip Code

Phone Number WORK/CELL (circle one)

Date

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) [email: program.intake@usda.gov](mailto:email:program.intake@usda.gov).

This institution is an equal opportunity provider.

Child Care Representative Use Only

Effective Date of This Enrollment Form: _____

(m/d/yy)

Effective Withdrawal Date of This Enrollment Form: _____

(m/d/yy)

Printed Name of Center Representative

Signature of Center Representative

The effective date may be retroactive to the first day the child participates in the CACFP as long as it occurs in the same month this form is received.

This form is effective for 12 months from the date of parent signature.

Revised July 2017; Previous Versions Obsolete