



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO # 13**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: March 18, 2005 - **Reissued**

SUBJECT: **New requirement for enrollment forms: April 1, 2005**

On September 1, 2004, the second interim Child and Adult Care Food Program (CACFP) management improvement regulation was published. The interim rule includes a new requirement that enrollment forms be updated annually and signed by a parent or guardian, and that the forms indicate the **"normal" days and hours** in care and meals to be received by each enrolled child.

The intent of the regulation is to ensure that the child's presence in the home or center, and the child's normal schedule, is annually verified by a parent or guardian, and is available to reviewers during an onsite visit.

The interim rule requires that new procedures for annual updates to the enrollment form, signed by a parent or guardian and indicating the child's normal schedule, must be implemented by April 1, 2005. This means that any new enrollment form, collected on or after that date, will need to comply with the new requirements. For enrollment forms that are already collected annually, the changes must be in place the next time, on or after April 1, 2005, that the forms are collected. For all other enrollment forms, the changes must be in place by September 30, 2005.

There is no requirement for enrollment forms in homeless centers or in at-risk or outside-school-hours centers because of the drop-in nature of those centers.

Please keep this memo on file or in a notebook for quick and easy reference.

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