

Participants & Rosters: Households & Participants: Adding Children: Enrollment Forms



Enrollment information is a part of required recordkeeping for CACFP. Sponsors have the option, but are not required, to track enrollment forms in My Food Program.

Important settings related to enrollment forms:

- In Site Details, a sponsor can set My Food Program to either “Ignore” missing/expired enrollment forms or to “Disallow” for missing/expired enrollment forms. Follow the guidance of your state agency when configuring this setting.
- Enrollment forms are included as “missing CACFP paperwork” for the purposes of the dashboard button.
- Enrollment forms are tracked on a **per child** basis. (This is in contrast to income forms, which are tracked on a **per household** basis.)

To enter an enrollment form for a child:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the blue “Add Enrollment” button.
- Enter the Parent Signature Date and Sponsor Signature Date. Click the “Fill in Effective and Expiration Dates Based on Signature Dates” button OR fill in the fields manually. **Note:** there is no minimum amount of time that an enrollment form can be effective, but it is effective for a maximum of 12 months. Also, the expiration date cannot be before the initial effective date.
- Upload a scan or photograph of the enrollment form, if you wish.
- Click “Save”.

A screenshot of the "Enrollment" form in the My Food Program interface. The form has a title "Enrollment" at the top left. It contains several input fields: "Parent Signature Date", "Sponsor Signature Date", "Enrollment Form Effective Date", and "Enrollment Form Expiration Date". Between the signature date fields is a blue button that says "Fill in Effective and Expiration Dates Based on Signature Dates". Below the effective and expiration date fields is an "Upload Form" section with a "Browse..." button and the text "No file selected.". At the bottom right of the form is a green "Save" button.

To alter the dates of an enrollment form:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the hyperlink on enrollment date.
- Change the dates. Note: past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.
- Click “Save”.

To delete an enrollment form for a child:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Enrollment and click the red “Delete Document” button. **Note:** past claims will not be altered if an enrollment form was in effect at the time a claim was processed. Use this feature with care.

A screenshot of the "Enrollment" table in the My Food Program interface. The table has a title "Enrollment" at the top left and a blue "+ Add Enrollment" button at the top right. The table has two columns: "Enrollment Date" and "Expiration Date". There is one row of data with the dates "08/01/2018" and "08/01/2019". To the right of the table, there are two buttons: "View" and "Remove". The "Remove" button is red and has a "Delete Document" label below it. A yellow circle is drawn around the "Remove" button.