

# 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”.

**Enrollment**

Parent Signature Date

Sponsor Signature Date

[Fill in Effective and Expiration Dates Based on Signature Dates](#)

Enrollment Form Effective Date

Enrollment Form Expiration Date

Upload Form  No file selected.

## 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.

**Enrollment** [+ Add Enrollment](#)

Enrollment Date	Expiration Date	View	Remove
08/01/2018	08/01/2019		<input type="button" value="Delete Document"/>