

# 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
	_____ Child's First Name _____ Child's Last Name _____ Date of Birth (m/d/yy) _____ Age		<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		TIME IN	TIME OUT	SPORADIC SCHEDULE (no set schedule of days)		<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

**RACIAL/ETHNIC IDENTITY (Optional): Please check appropriate boxes to identify the race and ethnicity of enrolled child(ren).**

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Other

Please mark one ethnic identity:     Hispanic or Latino                       Not Hispanic or Latino

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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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: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.

**VIRGINIA CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM FOR CHILD CARE CENTERS and FAMILY DAY HOMES**

1 All Household Members				2		3														
NAMES OF ALL HOUSEHOLD MEMBERS [Adults and Children]				FOSTER CHILD		SNAP, TANF or FDPIR CASE #														
First, Middle Initial, Last			Check if NO income	Ages of children in care		Skip to Part 6 if all are foster children.		Skip to Part 6 if you list a SNAP, TANF or FDPIR case number.												
												<b>SNAP and TANF MUST BE NINE (9) DIGITS</b>								
1			<input type="checkbox"/>			<input type="checkbox"/>														
2			<input type="checkbox"/>			<input type="checkbox"/>														
3			<input type="checkbox"/>			<input type="checkbox"/>														
4			<input type="checkbox"/>			<input type="checkbox"/>														
5			<input type="checkbox"/>			<input type="checkbox"/>														
6			<input type="checkbox"/>			<input type="checkbox"/>														

**4 Homeless, Migrant, or Runaway**

Homeless     
  Migrant     
  Runaway

If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your School Homeless Liaison, Migrant Coordinator.

**5 Total Household Gross Income (before deductions). You must tell us how much and how often.**

NAMES  (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT IS RECEIVED (Example: \$100/month, \$100/twice a month, \$100/every other week, \$100/week)							
	Earnings From Work		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		Worker's Comp, Unemployment, SSI, etc.	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
i.	\$		\$		\$		\$	
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

**6 Signature and Social Security Number (Adult must sign)**

An adult household member must sign the application. If Part 5 is completed or if zero income is listed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box.

X X X - X X - \_\_\_\_\_  
 Social Security Number

I do not have a social security number.

*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.*

\_\_\_\_\_

Date                      Printed Name of Adult Household Member                      Signature of Adult Household Member

**7 Contact Information (Optional)**

\_\_\_\_\_

Work Telephone Number (Include Area Code)      Home Telephone Number (Include Area Code)      Home Address (Number, Street, City, State, Zip Code)

**8 Optional - Sharing Information with Virginia's Health Insurance Program for Children (FAMIS)**

May we share your information on this application with the FAMIS, the complete health insurance program for every child in Virginia? If **yes**, do not sign below.

No, I do not want my information from this application shared with the FAMIS.      Date: \_\_\_\_\_      Sign here: \_\_\_\_\_

**CHILD CARE REPRESENTATIVE USE ONLY – ELIGIBILITY DETERMINATION – COMPLETE SECTIONS A and B BELOW**

**SECTION A**      Annual Income Conversion:    Weekly X 52    Every 2 Weeks X 26    Twice a Month X 24    Once a Month X 12      Convert income only if different frequencies of pay are reported.

TOTAL INCOME Per \$ \_\_\_\_\_       Week       Every 2 Weeks       Twice a Month       Month       Year      **NUMBER IN HOUSEHOLD:** \_\_\_\_\_

FREE based on:       REDUCED based on:       DENIED reason:

foster child       migrant       SNAP or TANF       income too high       incomplete application  
 homeless       runaway       household income       household income       non-qualifying SNAP/TANF

**SECTION B**      Signature of Determining Official: \_\_\_\_\_      Date: \_\_\_\_\_