CHILD AND ADULT CARE FOOD PROGRAM MASTER LIST OF ENROLLED CHILDREN

A Master List should be maintained in either a manual or electronic format for each facility to help organize all children enrolled in your program. Update the Master List monthly to include any new children and when appropriate, record the drop-date for the last day a child was in attendance. Important: Remember to renew CACFP enrollment and eligibility documentation annually. (Exception: At-Risk After-School and Emergency Shelter programs). **Special Note**: The Master List contains personal information and must be kept confidential.

Instructions:

- 1. Center Name: Enter center name.
- 2. Master List Created (Month/Year): Include the month and year the Master List was created. Update monthly to include any new children.
- 3. Child's Full Name: Include the last name/first name of each child enrolled.
- 4. Enrollment form: Check (✓) if the child has a current enrollment form (within last 12 month) on file signed and dated by parent/guardian.
- 5. Household Eligibility Application: Check (✓) if the child has a current (within last 12 months) household eligibility application.
- 6. Electronic Direct Certification: Check (✓) if the child is currently eligible for direct certification.
- 7. Extended Categorical Eligibility: When a child is approved for free meals using another household member's direct certification report, Check () indicating the child is using another household member's direct certification report.
- 8. CACFP Eligibility: Check (✓) if each child is eligible for Free, Reduced or Paid meals.
- 9. Drop Date: Record the drop-date for the last day a child was in attendance.

CENTER NAME					MASTER LIS (MONTH/YE))	
	CACFP ANNUAL ENROLLMENT FORM	HOUSEHOLD ELIGIBILITY APPLICATION	ELECTRONIC DIRECT CERTIFICATION	EXTENDED CATEGORICAL ELGIBILITY	CACFP ELIGIBILITY			DROP DATE
CHILD'S FULL NAME					Free	Reduced	Paid	(MM/DD/YYYY)

	CACFP ANNUAL ENROLLMENT FORM	HOUSEHOLD ELIGIBILITY APPLICATION	ELECTRONIC DIRECT CERTIFICATION	EXTENDED CATEGORICAL ELGIBILITY	CACFP ELIGIBILITY			
CHILD'S FULL NAME					Free	Reduced	Paid	DROP DATE (MM/DD/YYYY)

	CACFP ANNUAL	HOUSEHOLD	ELECTRONIC	EXTENDED CATEGORICAL ELGIBILITY	CACFP ELIGIBILITY			
CHILD'S FULL NAME	ENROLLMENT FORM	ELIGIBILITY APPLICATION	DIRECT		Free	Reduced	Paid	DROP DATE (MM/DD/YYYY)

	CACFP ANNUAL	HOUSEHOLD ELIGIBILITY APPLICATION	ELECTRONIC DIRECT CERTIFICATION	EXTENDED CATEGORICAL ELGIBILITY	CACFP ELIGIBILITY			
CHILD'S FULL NAME	ENROLLMENT FORM				Free	Reduced	Paid	DROP DATE (MM/DD/YYYY)