Adult Care Center Roster of Food Program Participants
Child and Adult Care Food Program
A separate roster must be completed for each facility.

Facility Name_____

Instructions: The names of only CACFP eligible adults should be listed on the roster and claimed for reimbursement. Refer to Bright from the Start CACFP Policy 33 for additional information on participant eligibility. A new roster must be created yearly, typically around the beginning of the new fiscal year. The names of participants on the initial roster for each fiscal year should be in alphabetical order by last name for all CACFP eligible participants. After the initial roster is created, newly enrolled participants should be added to the end of the roster. Each facility MUST maintain and update the roster at least monthly by exiting participants when they disenroll and entering new participants as they enroll. The roster is used to establish the number of participants in each income category, and if a for profit facility, to establish if the facility qualifies to claim reimbursement for the month. To determine the number of participants in each income category, count only those participants that are enrolled for care for the month being claimed. If the participant exited during the claim month, he/she can still be counted. Participants that exited prior to the claim month should not be counted in the enrollment number for that claim month.

Name of Adult	Age	Title XIX[1]	Date Entered	Date Exited	Category of Eligibility		
					F	R	P

[1] *For-profit centers* must maintain eligibility documentation from the Dept. of Medical Assistance for all adults which receive Title XIX funding.

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