Child Care Center Roster of Food Program Participants
Child and Adult Care Food Program

Please check the type of program for this roster:

__ Child Care Center __ Outside School Hours Center __ Emergency/Homeless Shelter

__ Head Start __ At Risk After School Care Snack Program

Facility Name_____

Address_____

Instructions: When preparing for the new fiscal year, which begins in October of each year, each facility must create a new roster. The names of participants on the initial roster for each fiscal year should be in alphabetical order of last name for all participants that are enrolled for care as of the date that the roster is created. After the initial roster is created, newly enrolled participants should be added to the end of the roster. Each facility MUST maintain the roster by exiting participants when they disenroll and entering new participants as they enroll. The roster at a minimum MUST be updated at the first of every month prior to claim submission since 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 for the month.

Name of Child	Age	*Check only one*		Date Entered	Date Exited	Category of Eligibility[3]		
		Title XX[1]	Pre-K Category I[2]			F	R	P

[1] *For-profit centers* must maintain documentation for all children that receive Title XX funds.
[2] Children that qualify for Pre-K Category I, but are not on DFCS Form 69 or 77.
[3] Resident children in Emergency Shelters and children enrolled in an eligible At Risk After School Snack Program are automatically in the "Free" eligibility category.

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