Update to Adobe Reader 9.3 prior to starting form. Use your "Mouse" or "Tab" key to move through the fields, and the mouse to mark check boxes. After completing last field, save document to hard drive to make future updates or click print button.

Child and Adult Care Food Program

MASTER LIST OF ENROLLED CHILDREN FOR HEAD START OR EVEN START

A Master List should be maintained for each facility to help organize all children enrolled in your program. As each child enrolls in your program add their full name and effective dates of their CACFP Annual Enrollment Form. Update the Master List monthly to include any new children. When appropriate, record the drop-date for the last day a child was in attendance.

At the end of each month, use the Master List to determine the highest number of free eligibles for the Claim for Reimbursement.

A *Head Start or Even Start Determining Official* must sign the certification on this document.

CENTER NAME	☐ HEAD START ☐ EVEN START	MASTER LIST CREATED (MONTH/YEAR)

CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE

CERTIFICATION: *These children are currently enrolled as participants in the Head Start or Even Start Program.*

Date _____ Signature of Head Start or Even Start Determining Official _____

CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE

CERTIFICATION: *These children are currently enrolled as participants in the Head Start or Even Start Program.*

_____ Date

_____ Signature of Head Start or Even Start Determining Official

CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE

CERTIFICATION: *These children are currently enrolled as participants in the Head Start or Even Start Program.*

_____ Date

_____ Signature of Head Start or Even Start Determining Official

CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE

CERTIFICATION: *These children are currently enrolled as participants in the Head Start or Even Start Program.*

_____ Date

_____ Signature of Head Start or Even Start Determining Official

CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE

CERTIFICATION: *These children are currently enrolled as participants in the Head Start or Even Start Program.*

Date

Signature of Head Start or Even Start Determining Official

Print Reset Form