



Quality Assured by Child Care Aware® and Accredited by the Alliance of Information & Referral Systems

703 South Main St., Suite 211 * Akron, Ohio 44311 * (330) 376-7706 * 1-800-407-KIDS * FAX (330) 253-1137 * www.childcare-connection.org

C.A.C.F.P. Memo

Date: January 1, 2012

Re: **2012 Child Enrollment Renewal- Annual Re-Enrollment**

Dear Family Child Care Professionals,

Child Care Connection C.A.C.F.P. Child Re-enrollment Policy:

Providers will re-enroll all children that they claim for meals in the CACFP annually in January.

**You must re-enroll all children that you currently claim for meals in the C.A.C.F.P.
by January 31, 2012.**

**FAILURE TO RETURN YOUR RE-ENROLLMENT FORMS BY 1/31/2012 WILL RESULT IN A DELAY IN YOUR
JANUARY 2012 CLAIM REIMBURSEMENT.**

All children that are active and that were enrolled between January 1, 2011 thru December 31, 2011
must be re-enrolled in the C.A.C.F.P. by **January 31, 2012.**

Re-enrollment directions for Minute Menu. Follow the Minute Menu instructions below.

1. Go to Reports at the top of your screen (your tool bar).
2. Go to Child.
3. Click on Enrollment Renewal Worksheet.
4. Print out this worksheet
5. Cross off the names of children no longer in your care

6. Have parents of your current day care children:
 - a. Update the information on the worksheet with
 - i. Current address and phone number for each child, also add the days and times the child is in care.
 - b. **Sign their name & the date** beside their child(ren)'s name

Make a copy of the original Enrollment Renewal Worksheet & save in your files.

Mail the original Enrollment Renewal Worksheet with parent signatures to:

Child Care Connection
703 South Main Street, Suite 211
Akron, OH 44311-1157
Attention: CACFP

All Child Enrollments and Re-enrollments must be original documents with original signatures.
No copies or faxes can be accepted.

Questions about re-enrollment? Call Child Care Connection at 1-800-407-5433

Leann Riley or Teresa Moe
CACFP Specialists

Child Care Connection is partially funded by United Way and the Ohio Department of Job and Family Services.

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