

FOOD PROGRAM Memo



Annual Child Enrollment Renewal

Each year, providers must complete the annual Child Enrollment Renewal. This needs to be completed for all children enrolled in the 4-C CACFP prior to March 1, 2020 and returned to the 4-C CACFP office by **April 30, 2020**. Children not updated will be deleted May 31, 2020 and will need to be re-enrolled if still in your care.

Please contact the 4-C Food Program office if you have any questions. Thank you for your prompt attention to this important requirement.

PLEASE NOTE: We acknowledge that the timing of this is less than ideal due to the current COVID-19 Pandemic. We understand that many child care providers are either temporarily closed or not operating in their normal capacity. All children currently enrolled in care expire on April 30th and need to be re-enrolled in order to submit a claim after that date. For those providers who are not currently providing care, you can get the paperwork ready for when you open again and submit it back to 4-C CACFP at that time. For those providers who have children not currently coming to care, you can get the paperwork ready for when they come back to care and submit it back to 4-C CACFP at that time.

HOW TO FIND THE RENEWALS

Paper providers: since you do not have access to the online system, enrollments will be sent to you in the mail – please note, they are printed back-to-back.

Online providers: you will need to print off enrollment forms for each child in care. When you log-in, you will find this under “my cacfp info” / “enrollments”. Select a child’s name from the drop-down list and then hit “display report.” You can then export each enrollment to an Excel, PDF, or Word document for printing. Once you have all the printed forms for children in your care, the below information must be verified and/or updated in each section of the Enrollment Form. Please make any changes directly on the form.

For detailed directions, please [click here](#) for 2020 Annual Enrollment Renewal document.

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