



MASTER LIST

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)



Illinois State Board of Education (ISBE)

Target Audience: *Child Care Centers, Pre-K Programs, Licensed Outside School Hours Programs, Head Start and Even Start Programs, and Emergency Shelters*



Master List of Enrolled Children



Master List: Child Care Centers, Pre-K Programs and Outside School Hours Programs

- This is for all types of programs that require individual child's household income eligibility determination for free, reduced-price or paid meal benefits
- Use Form 67-95
- Compare the Master List when completing Meal Participation Records at end of each month



PURPOSE:

- Keeps you organized for all children enrolled in your facility

Key information:

- Does not replace the Household Eligibility Application
- Must be updated monthly (adds/drops)
- Recommend to keep in your binder of HEAs and Enrollment Forms

CHILD AND ADULT CARE FOOD PROGRAM MASTER LIST OF ENROLLED CHILDREN

A Master List should be maintained in either a manual or electronic format for each facility to help organize all children enrolled in your program. Update the Master List monthly to include any new children and when appropriate, record the drop-date for the last day a child was in attendance. Important: Remember to renew CACFP enrollment and eligibility documentation annually. (Exception: At-Risk After-School and Emergency Shelter programs). **Special Note:** The Master List contains personal information and must be kept confidential.

Instructions:

1. Center Name: Enter center name.
2. Master List Created (Month/Year): Include the month and year the Master List was created. Update monthly to include any new children.
3. Child's Full Name: Include the last name/first name of each child enrolled.
4. Enrollment form: Check (✓) if the child has a current enrollment form (within last 12 month) on file signed and dated by parent/guardian.
5. Household Eligibility Application: Check (✓) if the child has a current (within last 12 months) household eligibility application.
6. Electronic Direct Certification: Check (✓) if the child is currently eligible for direct certification.
7. Extended Categorical Eligibility: When a child is approved for free meals using another household member's direct certification report, Check (✓) indicating the child is using another household member's direct certification report.
8. CACFP Eligibility: Check (✓) if each child is eligible for Free, Reduced or Paid meals.
9. Drop Date: Record the drop-date for the last day a child was in attendance.

CENTER NAME						MASTER LIST CREATED (MONTH/YEAR)		
CHILD'S FULL NAME	CACFP ANNUAL ENROLLMENT FORM	HOUSEHOLD ELIGIBILITY APPLICATION	ELECTRONIC DIRECT CERTIFICATION	EXTENDED CATEGORICAL ELGIBILITY	CACFP ELIGIBILITY			DROP DATE (MM/DD/YYYY)
					Free	Reduced	Paid	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Master List: Head Start/Even Start

- Head Start/Even Start Programs **ONLY**
- All Head Start/Even Start children are reimbursed at the **free rate**.
- ISBE form 65-10

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	<input type="checkbox"/> HEAD START <input type="checkbox"/> EVEN START	MASTER LIST CREATED (MONTH/YEAR)
CHILD'S FULL NAME	EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM	DROP DATE



Bottom of Head Start/Even Start Master List

➡ Must be *signed, dated* and *updated* by Head Start Determining Official

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



Master List: Emergency Shelter

- The master list helps organize participants receiving meals at a shelter.
- All participants are reimbursed at the **free meal** rate.
- ISBE form 67-92

MASTER LIST FOR CHILDREN AND DISABLED ADULTS AT EMERGENCY SHELTERS
Child and Adult Care Food Program

Instructions: This form is intended to help organize eligible Child and Adult Care Food Program (CACFP) participants staying at your shelter. It is recommended you create a separate Master List for children and one for disabled adults. Fill out the name of the facility and the date. As each child/disabled adult enters the shelter, add their full name, the child's birth date or mark the box if a disabled adult, and the entry date. Update the Master List to include any new children or disabled adults. When appropriate, record the exit date (last day) a child or disabled adult was in your facility.

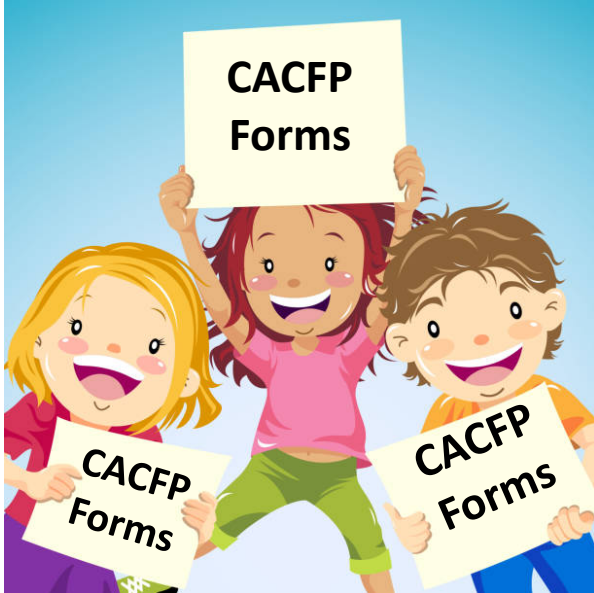
CACFP allows you to claim up to three meals per day for children ages birth through 18 years and disabled adults when they eat at your shelter. Use the names on this Master List to create Meal Participation Records for each approved CACFP meal service.

NAME OF SHELTER

Child's/Disabled Adult's Full Name	Birth Date of Child (Age Birth through 18 years)	Disabled Adult (Age 19 years and older)	Month/Year	
			Entry Date	Exit Date
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		



Where to find the forms and documents you need to stay current each year



Home > Nutrition > Child and Adult Care Food Program > Child and Adult Care Food Program (CACFP) Forms and Documents

NUTRITION
Child and Adult Care Food Program
Child and Adult Care Food Program (CACFP) Forms and Documents

NUTRITION CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FORMS AND DOCUMENTS

[CACFP ADMINISTRATIVE HANDBOOK](#)

Enrollment and Household Eligibility Information

- Enrollment and Eligibility Instructions
- Enrollment Form
- Household Eligibility Application
- Parent Letter
- Electronic Direct Certification Guidance
- Income Eligibility Guidelines
- USDA Eligibility Manual

Recordkeeping

- Master List
- Master List for Emergency Shelters
- Master List for Head Start and Even Start



Nutrition Department

Illinois State Board of Education

www.isbe.net/nutrition

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800-545-7892

thank
you!