



**Virginia Child and Adult Care Food Program (CACFP)
(Child) Annual Enrollment Form (AEF)**

CENTER/PROVIDER COMPLETE THIS SECTION

Armed Services YMCA

Center/Provider Name

| | | | |
|-----------------------|----------------|--------------|-----------------|
| 1465 Lakeside Road | Virginia Beach | VA | 23455 |
| <i>Street Address</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |

This institution participates in the Child and Adult Care Food Program (CACFP) and receives Federal reimbursement to provide nutritious meals for children. Federal CACFP regulations require all parents/guardians to complete and sign a separate Annual Enrollment Form for each child when enrolling their child (ren) with this provider, and every 12 months thereafter. **The parent or guardian must complete and ensure accuracy of Sections 1 through 6 below.**

| | |
|---|---|
| This form is required for: | This form is NOT required for: |
| Child Care Centers, Family Day Care Homes | Outside School Hours Care Centers, Emergency Shelters |

| 1 | FULL NAME OF ENROLLED CHILD (Include Birth Date/Age) | 2 | DAYS OF WEEK IN ATTENDANCE | 3 | | | 4 | MEALS RECEIVED | |
|---|--|---|------------------------------------|---|----------|--|------------------------------------|----------------|-----------------------------------|
| | | | | TIMES CHILD NORMALLY ATTENDS CARE DURING THE WEEK | | | | | |
| | <i>Child's First Name</i> | | <input type="checkbox"/> Monday | TIME IN | TIME OUT | SPORADIC SCHEDULE (not set schedule of days) | <input type="checkbox"/> Breakfast | | |
| | <i>Child's Last Name</i> | | <input type="checkbox"/> Tuesday | | | | <input type="checkbox"/> AM Snack | | |
| | <i>Date of Birth (mm/dd/yyyy)</i> | | <input type="checkbox"/> Wednesday | | | | <input type="checkbox"/> Lunch | | |
| | <i>Age</i> | | <input type="checkbox"/> Thursday | | | | <input type="checkbox"/> PM Snack | | |
| | | | <input type="checkbox"/> Friday | NOTES: | | | <input type="checkbox"/> Supper | | |
| | | | <input type="checkbox"/> Saturday | | | | | | <input type="checkbox"/> EV Snack |
| | | | <input type="checkbox"/> Sunday | | | | | | |

5 Parent/Guardian Signature and Date: *By signing this form, I certify that I am the parent/legal guardian of the child named in Section 1 of this Annual Enrollment Form and that the information contained on this form is true and correct.*

Printed Name: _____ *Signature:* _____

Street Address: _____ *City, State, Zip Code:* _____

Phone Number HOME / WORK / CELL (circle one): _____ *Date:* _____

Nondiscrimination statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

6 **Ethnic and Racial Identification: Parent/Guardian to complete. Please select ONE Ethnicity; Please select ONE OR MORE Races**

ETHNIC IDENTIFICATION

- Hispanic , Latino or Spanish Origin:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic, Latino or Spanish origin**
- I decline to answer.**

RACIAL IDENTIFICATION

- | | |
|---|---|
| <input type="radio"/> American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains culture identification through tribal affiliation or community attachment (includes Aleuts and Eskimos). | <input type="radio"/> Black, African American, or Haitian: A person having origins in any of the black racial groups of Africa. |
| <input type="radio"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. | <input type="radio"/> White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| <input type="radio"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. | <input type="radio"/> I decline to answer. |

NOTES:

Information on this form must be kept confidential.

Child Care Representative Use Only

| | | |
|---|---------------------|---|
| Effective Date of This Enrollment Form: | | <i>The effective date may be retroactive to the first day the child participates in the CACFP as long as it occurs in the same month this form is received.</i> |
| | <i>(mm/dd/yyyy)</i> | |
| Effective Withdrawal Date of This Enrollment Form: | | |
| | <i>(mm/dd/yyyy)</i> | |
| Printed Name of Center Representative | | <i>This form is effective for 12 months from the date of parent signature.</i> |
| | | |
| Signature of Center Representative | | |

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PARENT/GUARDIAN CHOICE FORM (INFANT)

| | |
|--|-----------------------|
| NAME OF INFANT: | DATE OF BIRTH: |
| <i>(First Name, Middle Initial, Last Name)</i> | <i>(mm/dd/yyyy)</i> |

This center/provider participates in the Child and Adult Care Food Program (CACFP) and receives Federal USDA funding for serving nutritious meals to infants and children. Participation in the CACFP requires caregivers to follow specific meal patterns according to age group classifications detailed in forms *CACFP-009 Child Meal Pattern* and *CACFP-010 Infant Meal Pattern*.

(Center/Provider) Armed Services YMCA agrees to feed your infant breast milk provided by parent/guardian. The center/provider will provide iron-fortified infant formula. The formula provider is _____

Federal regulations require centers/providers participating in the CACFP to offer iron-fortified formula to infants who are in care during meal service times. Parents/guardians may decline the center/provider offered formula and supply the infant's formula, provide expressed breastmilk, or breastfeed on site.

| PLEASE INDICATE PREFERENCES <i>(Choose all options that apply by initialing and dating in the appropriate space(s))</i> | BIRTH - 5 MONTHS | 6 MONTHS - 11 MONTHS |
|---|--------------------------------|--------------------------------|
| OPTION 1: CENTER/PROVIDER OFFERED IRON-FORTIFIED FORMULA | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |
| OPTION 2: PARENT/GUARDIAN WILL PROVIDE FORMULA | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |
| OPTION 3: PARENT/GUARDIAN WILL PROVIDE EXPRESSED BREASTMILK | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |
| OPTION 4: BREASTFEEDING WILL OCCUR ON SITE | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |

BREASTFEEDING FRIENDLY CENTERS/PROVIDERS ARE ENCOURAGED!
Many centers and providers now have designated space onsite for breastfeeding.
Ask your center representative or day care home provider for details!

Federal regulations also require centers/providers participating in the CACFP to provide iron-fortified infant cereal and other foods when the child is developmentally ready.

| PLEASE INDICATE PREFERENCES | BIRTH - 5 MONTHS | 6 MONTHS - 11 MONTHS |
|--|--------------------------------|--------------------------------|
| OPTION 1: CENTER/PROVIDER OFFERED IRON-FORTIFIED CEREAL AND OTHER FOODS BASED ON THE CACFP MEAL PATTERN | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |
| OPTION 2: PARENT/GUARDIAN WILL PROVIDE CEREAL AND SOLID FOODS WHEN THE TIME IS APPROPRIATE | INITIALS: _____ DATE: _____ | INITIALS: _____ DATE: _____ |

PARENT/GUARDIAN SIGNATURE _____
DATE

1. THIS FORM MUST BE KEPT **CURRENT, ACCURATE AND ON FILE** FOR EACH INFANT ENROLLED IN CHILD CARE UNTIL THE INFANT REACHES 1 YEAR OF AGE OR IS NO LONGER ON BREASTMILK OR INFANT FORMULA.
2. BREASTMILK IS AN ACCEPTABLE MILK SUBSTITUTE FOR CHILDREN OF ANY AGE WITHIN THE CONTEXT OF THE CACFP.
3. AS SITUATIONS CHANGE, SUCH AS A MEDICAL AUTHORITY CHANGING AN INFANT'S FORMULA, A NEW FORM MUST BE COMPLETED.
4. IF THE PARENT/GUARDIAN DECLINES THE FORMULA AND THE CENTER/PROVIDER PROVIDES AT LEAST ONE **REQUIRED** MEAL AND/OR SNACK COMPONENT, THE MEAL OR SNACK MAY BE CLAIMED FOR REIMBURSEMENT.
5. IF THE PARENT/GUARDIAN DECLINES INFANT MEALS/SNACKS, THEY MAY NOT BE CLAIMED FOR REIMBURSEMENT.

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