

ILLINOIS CHILD CARE BUREAU CHILD ENROLLMENT POLICY AND PROCEDURES

The *Child Enrollment Report* or *Enrollment Form* serves three purposes:

1. Informs the day care child’s parent/guardian of their child’s enrollment in the Child and Adult Care Food Program, a federally-funded program.
2. Informs the Illinois Child Care Bureau of the hours, meals, and days the child can be present at day care.
3. Provides the Illinois Child Care Bureau with the parent’s/guardian’s contact information to confirm their child’s day care hours, meals, and days of care.

Please carefully review the points listed below and initial to document that you agree and understand each item:

- _____ In order to receive **reimbursement**, the Illinois Child Care Bureau office must receive the **current Child Enrollment form** for each child in care, **including updates**, by the last day of the month in which the child will be claimed.
- _____ The Child Enrollment must be completed for each of **your own children**, whether or not they are part of your monthly claim.
- _____ A **Household Eligibility Application** must be completed/signed/submitted to the Illinois Child Care Bureau and approved by Illinois Child Care Bureau in order to claim reimbursement for your own child or a residential child under the age of 13.
- _____ The Child Enrollment must be **signed by the parent/guardian**.
- _____ Reimbursement is allowable and paid only for **registered meals/snacks** which occur during the child’s hours of care and the days of care designated on the Child Enrollment.
- _____ **For scannable/bubble form users:** The *Enrollment Form*, including any updates, must be received in the Illinois Child Care Bureau office by the last day of the month in which the child will be claimed. The *Enrollment Form* must be mailed; **faxed or emailed copies will not be accepted**. If the child’s schedule of care changes, please follow the same instructions and timeline. The form will be considered incomplete if the RE-ENROLLMENT/UPDATE bubble (located under box #2) is not marked.
- _____ **For providers claiming online:** The *Child Enrollment Report* must be printed, signed, and received by fax/email/mail in the Illinois Child Care Bureau office by the last day of the month in which the child will be claimed. If the child’s schedule of care changes, please follow the same instructions and timeline.
- _____ Where applicable, **infant data** must be completed including the type of formula offered.
- _____ The **parent/guardian may be** contacted to verify the days and hours of their child’s enrollment in your day care. If the information on the current Child Enrollment cannot be verified, meals/snacks for this child will not be reimbursed.
- _____ It is the provider’s responsibility to **keep a copy** of the Child Enrollment in the designated plastic sleeve in her/his ILLINOIS CHILD CARE BUREAU PROVIDER GUIDEBOOK.
- _____ The **Child Enrollment expires** at the end of each fiscal year (September 30).

Provider signature

Program Advisor signature

Date

This institution is an equal opportunity provider and employer.