Illinois Child Care Bureau 1400 E. Touhy Avenue, Suite 477 Des Plaines, IL 60018 voice: 773.444.0115 fax: 773.930.4887 Info@IllinoisChildren.com

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 it was discussed:

_____ 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*.

_____ 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) and must be renewed annually.

_____ _____ _____

Provider signature Program Advisor signature Date

This institution is an equal opportunity provider.