

# Children are the Heart of It!

## Parent Information Sheet

### Give to Parents Enrolling Children in the Child and Adult Care Food Program...

This child care home is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care homes for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

<b>Breakfast</b>	<b>Lunch and Supper</b>	<b>Snack (serve 2 from the 5 food groups below)</b>
Fluid Milk Vegetable, Fruit or Both Grain/Bread Meat or Meat Alternate (in place of grain/bread, no more than 3 times per week)	Fluid Milk Vegetable Fruit Grain/Bread Meat or Meat Alternate	Fluid Milk Vegetable Fruit Grain/Bread Meat or Meat Alternate

*Children less than one year old:* Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from your caregiver.

All family or group child care homes must come into the CACFP under a sponsoring organization. Sponsoring organizations play a critical role in supporting home child care providers through training, technical assistance and monitoring. The CACFP sponsor of your child care home provider is Mid Michigan Child Care Food Program.

If you have any questions about the Child and Adult Care Food Program, please contact:

Mid Michigan Child Care Centers, Inc.  
Mid Michigan Child Care Food Program  
P.O. Box 610, Freeland, MI, 48623  
1-800-742-3663 or 989-695-2683  
Fax: (989) 695-5488

or

Child and Adult Care Food Program  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909  
(517) 241-5353

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This institution is an equal opportunity provider.

# HOW TO FILL OUT THE CHILD REGISTRATION LETTER

To help parents complete the Child Registration Letter, break it down into its individual components. Match the number below with the Child Registration Letter on the right. For those who choose to use on-line claiming, please review the printed Enrollment Form with the parents before they sign it.

- Check the box indicating if this is a new child's form or if you are updating an existing child's form.
- You may assist parents by writing your name, license number/relative care number and ID number on the form. Parents must complete the rest. Instructions for parents are printed on the back of the Child Care Food Program parent handout.
- Make sure parents write their full name, phone number, address, city, state, zip and email address.
- Parents write the child's first and last name.
- Parents write the child's age, birth date and the first day the child is in your care.
- Parents indicate if the child is a foster child.
- Parents circle the possible days the child will be in your care.
- The exact time the child would arrive. A time must be written in; we cannot accept "varies."
- The exact time the child would depart. Once again, write in a specific time.
- Parents circle the meals the child will normally be served in your care.
- If applicable, child's school information: the name of the school, the days the child attends school, the times the child leaves for and returns from school and the school district name.
- The parent should indicate if the child is considered "special needs."
- If a family has two children enrolled, complete information for each child.
- If the child lives in your home, the parent must circle "YES." If the child does not live in your home, the parent must circle "NO."
- If the child is a relative, the parent circles "YES", if not the parent circles "NO."
- On occasion, Mid Michigan may want to use photographs of children registered with our program in a brochure, display or other marketing tools. We would need parent permission to do so. Also, if you would like to submit a picture of the child for publication in our monthly newsletter, you would need the parent's permission.
- Encourage parents to complete the child's racial and ethnic group. It ensures everyone receives benefits on a fair basis. (If the parent does not complete Ethnicity and Racial section, the provider should mark the appropriate information based on a visual assessment.)
- Parents must sign and date. (A copy must be kept in the home and submitted to our office.)
  - A Child Registration Letter is a form that enrolls each day care child in the Child Care Food Program. Each child must be enrolled with this form (or the online version) in order for you to receive reimbursement for the meals and snacks you serve to that child.
  - A Child Registration Letter must be sent for each new child with the claim they first appear on. If a child is claimed and we do not have their registration letter, that child's meals cannot be reimbursed.
  - It is very important that this form is filled out completely and accurately by the parents. The information on this form must correspond with your monthly claim. For instance, the meals you are claiming for a child must match the times listed on their registration letter. Please be sure to review the form for accuracy and thoroughness before sending it to our office.
  - If any information on a child's registration letter changes, a new form will need to be submitted with the claim the changes first appear on.

The form is titled "Child Registration Letter" and includes the following sections with numbered callouts:

- 1:** A box at the top right for "New Child" or "Update Existing Child".
- 2:** The "Name of Provider" field.
- 3:** The "Name of parent or legal guardian" field.
- 4:** The "Child's age" field.
- 5:** The "Child's sex" field.
- 6:** The "Child's race" field.
- 7:** The "Child's first name" field.
- 8:** The "Child's last name" field.
- 9:** The "Child's birth date" field.
- 10:** The "Child's first day of care" field.
- 11:** The "Foster child" checkbox.
- 12:** The "Special needs" checkbox.
- 13:** The "Days of care" section with a grid for selecting days.
- 14:** The "Arrival time" field.
- 15:** The "Departure time" field.
- 16:** The "Meals served" section with checkboxes for breakfast, lunch, and snack.
- 17:** The "School information" section with fields for school name, days, and times.
- 18:** The "Signature and date" section.