



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section

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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

May 30, 2006

**CACFP 06-07**

**MEMORANDUM**

**TO:** Institutions Participating in the Child and Adult Food Program

**FROM:** Arnette Cowan, MS, RD, LDN  
Supervisor, Special Nutrition Programs

**SUBJECT: Enrollment Forms**

The Special Nutrition Programs, Nutrition Services Branch, is reissuing memo: “Child and Adult Care Food Program (CACFP) Participant Enrollment Form”, originally issued on March 17, 2005. 7 CFR §226 was revised and required institutions and facilities to have enrollment documentation on all enrolled participants, effective September 30, 2005.

Many institutions are not collecting these forms on their enrolled participants. 7 CFR §226 requires all institutions and facilities (except institutions and facilities that are **only** outside-school- hours-care) to have documentation of enrollment on each participant.

An enrollment form is included with this letter. Failure to collect and maintain enrollment documentation for each participant may result in a disallowance of meals.

If you have questions, please contact your SNP regional consultant.

Enclosure

cc: SNP Staff  
Auditors  
Maryanne Burghardt  
Anteasha Farrell

