# One Month Enrollment Report (OMER)
## Questions & Answers for Alaska Programs
### October 15, 2014

## Enrollment:

1. **Q:  How does EED CNP determine which participants are *enrolled*?**
   **A:**  The definition of enrolled is different for Child Care Centers, Head Start Centers, Adult Day Care Centers, and Outside School Hours Care Centers (OSHC).  See definitions below:

   **Child Care, Head Start and Adult Day Care Centers**:

   EED CNP defines *enrolled* participants as a participant who has a current signed and dated CACFP Child or Adult Enrollment form on file (starting with FY15).   If your center included the required CACFP enrollment information in your annual Center enrollment form this also constitutes an *enrolled* participant.

   A current CACFP Enrollment form is one that is annually updated.  CACFP Enrollment forms are valid from the first day of the month in which they are signed by the parent/guardian/adult participant throughout the last day of that month one year later.  A completed and current CACFP Enrollment Form is required for every child or adult in care, including drop in children.

   **Outside School Hours Centers (OSHC):**

   Outside School Hours Centers (OSHC) are exempt from collecting CACFP Child Enrollment forms.  These programs will use the center's own enrollment forms to determine which participants to include on the CACFP One Month Enrollment Roster (OMER).


2. **Q: Is the decision of who is an enrolled participant left to the programs to decide:**
   **A:** No.  Sponsors must use the EED CNP definition of enrolled participants, as described in question #1.


3. **Q: If a participants is enrolled in October but not present during the month should they be counted in the CACFP OMER?**
   **A:**  The answer is different, depending on the type of site – see below.

   **Child Care, Head Start and Adult Day Care Centers:**
   **Yes.**  If the participants has a completed CACFP Child Enrollment form on file **as defined in the answer to question #1**, and the participant has not been dropped or transferred from the site, the participant must be included on the CACFP OMER.

   **Outside School Hours Centers (OSCH):**
   **Yes.** If the participant has a completed center enrollment document on file, and the participant has not been dropped or transferred from the site, the participant must be included on the CACFP OMER.


4. **Q: If a center does not have a completed enrollment document for a participant, can meals be claimed for that participant?**
   **A: No.**  Meals may only be claimed for reimbursement for participants who have completed enrollment forms on file.

### Child Care, Head Start and Adult Day Care Programs:

For Child Care, Head Start and Adult Day Care Programs, enrollment is defined as enrolled with a completed CACFP Enrollment Forms (see Question #1 under Enrollment).  If the participant does not have a completed CACFP Enrollment form on file, then the participant's name would not be added to the CACFP OMER, and meals served to that participant would not be claimed for reimbursement.  The Sponsor must have a system in place to ensure that meals served are not claimed for participants, who do not have a current and complete CACFP Enrollment form on file.

### Outside School Hours Centers (OSHC):

For Outside School Hours Centers enrollment is defined as enrolled with completed center enrollment documents on file (see Question #1 under Enrollment).

5.  **Q: Does a sponsor have to use the EED Enrollment form or can they create their own?**
    **A:  Sponsors can use the template provided by EED or can incorporate the required information into their own enrollment forms that are signed and dated annually by the parent/guardian/participant.**
    The required information for your form is:
    - Child name
    - Days and hours of care
    - Meals expected to be served during that time
    - Signature of parent/guardian/adult participant
    - Date enrolled
    - Date withdrawn

6.  **Q: The CACFP Enrollment Form allows for updating up to 2 years.  Is it better to keep these forms and get them updated each year, or hand out new forms each year?**
    **A:** This is the sponsor's choice.  For many sponsors, updating the enrollment form is a simple and easy process.  Some Sponsors may find that it is easier to collect a new form annually rather than going through files to obtain the previous form for updating.  If a child's care schedule changes the form needs to be updated to reflect the changes.

7.  **Q: A participant enrolls in September but does not attend in October and has not communicated with the center about withdrawal or return date.  Can the center withdraw the participant, or should they still be counted as enrolled even though there is no communication about a return date?**
    **A:** The decision to drop or withdraw a participant from enrollment in their center is based on the Sponsor's own policies and procedures concerning withdrawals or dropping participants from center enrollment.  When the sponsor determines that a participant is dropped or withdrawn, then the participant would not be included on the CACFP OMER.  This needs to be a policy, not a hit or miss during October.  This process will be checked during the administrative review.

**Example:** If a Sponsor determines that a participant is dropped or withdrawn before October 1 of the fiscal year, then the participant would NOT be included on the CACFP OMER. If the sponsor drops or transfers the participant on October 2 for the fiscal year, then the participant WOULD be included on the CACFP OMER.

8. **Q: We currently have about 86 students *enrolled* in our center, but only 60 that attend regularly and for which we have current CACFP Enrollment forms. Do we need to place the students without current CACFP Enrollment forms on the CACFP OMER or is that just for the enrollees that have CACFP Enrollment forms?**
   **A:** Only participants that have current and complete CACFP Enrollment forms on file can be included in the CACFP OMER.

   Meals/snacks served to participants that do not have a complete and current CACFP Enrollment form may not be claimed for reimbursement. The Sponsor must have a system in place to ensure that meals served are not claimed for participants, who do not have a current and complete CACFP Enrollment form on file. EED CNP recommends the Sponsor obtain completed CACFP Enrollment forms for all participants.

9. **Q: Do participants who *do not* have a completed CACFP Enrollment form go on the CACFP OMER?**
   **A:** The answer depends on the site types. See below.

   **Child Care, Adult Care and Head Start:**

   **No.** Participants must have a current signed and dated CACFP Enrollment form on file.

   **Sponsors may not claim meals for participants who do not have a CACFP Enrollment form on file.** The Sponsor must have a system demonstrating that meals/snacks for participants who do not have a CACFP Enrollment form on file are not claimed for reimbursement.

   **Outside School Hours Centers (OSHC):**

   Outside School Hours Centers are exempt from collecting the CACFP Enrollment form. They must have their own enrollment documents to verify enrollment. Meals/snacks may not be claimed for participants who are not enrolled according to the definition in Question #1 under Enrollment, without a Sponsor's documented enrollment records. The Sponsor must have a system demonstrating that meals/snacks claimed for participants, who do not have center enrollment documents on file are not claimed for reimbursement.

10. **Q: What is considered the date of enrollment, when a participant is enrolled in advance of the first day of care, whether one day or several days?**
    **A: The enrollment date is the date the parent/guardian/participant signed the CACFP Enrollment form.** For Outside School Hour Centers the enrollment date is the date the parent/guardian signed the center's enrollment documents.

## Income Eligibility and Confidential Income Statements (CIS) Forms:

1. **Q: How are participants recorded on the CACFP OMER if they do not return a Confidential Income Statement (CIS)?**
**A:  If the participant does not have a current CIS form but has a current CACFP Enrolment form, he/she will be entered on the CACFP OMER and the eligibility category will be marked as Above Scale**, unless there is other approved documentation on file to count participant in the Free or Reduced Price categories (i.e. Head Start or School documentation).


2. **Q: What documents would a child care center need to have on file to include children who are in Head Start programs on the roster?**
**A: Income Eligibility:** All participants enrolled in Head Start and Early Head Start programs are automatically eligible for free meals in Child Nutrition Programs and would be counted as Free on the CACFP OMER with acceptable documentation.  A CIS form is not required for Head Start or Early Head Start if you have the documentation.

   **Acceptable Documentation:**

   a. A letter that states the participant is enrolled in the Head Start Program.  The enrollment year must be provided on the letter, and the letter must be dated and signed by a Head Start official.
   b. An official list of names of Head Start enrolled participants provided by the Head Start Program.  If a child care center has several Head Start enrolled participants, a Head Start program may provide the center with an official document on the Head Start Program letterhead, which lsits the names of the Head Start enrolled children.  The official list must include the current school year.
   c. If available, the child care center could also use a current, approved CIS form.

   Note:  Siblings of Head Start enrolled participants who are enrolled in the center for care and are counted as Free or Reduced Price on the CACFP OMER must have a current and approved CIS form.


3. **Q: Should a family whose children have been enrolled for 12 months fill out a new CIS, and if so, is there a preferred date to get those from such families?**
**A:  The CIS must be updated annually and eligibility is valid for only 12 months.**  The CIS is considered current and valid until the last day of the month in which the form was dated one year earlier.  This means that a CIS signed and dated by a Sponsor on October 12, 2013, is considered valid until October 31, 2014.  A CIS form must be complete and have both the parent/guardian/participant signature date and the center official approval signature date to be considered a valid form.

   Sponsors may use the date the parent/guardian/participant signed the completed CIS form or the date on which the center official signs the completed CIS form to certify eligibility of the participant. Sponsors must decide which date they will rely on as the effective date and apply this date to all income eligibility forms.

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A Sponsor should collect the CIS forms from families of enrolled participants during the month of October (or the first month of CACFP operation).

## Questions Concerning the OMER Worksheet:

1. **Q: I have always used my own excel spreadsheet to determine the Free/Reduced/Above Scale numbers for the study period. Should I now use the EED CNP's excel worksheet for OMER?**
   **A: Yes.** The new EED CNP One Month Enrollment Report Roster (OMER) must be used. This CACFP OMER has several features on the form that will help Sponsors prevent some errors associated with creating the CACFP OMER roster. Sponsor use of this form makes it easier for your staff to double check work, and it is also easier for EED CNP reviewers to verify the OMER during the administrative reviews. Errors on the roster can be costly to Sponsors, since the CACFP OMER creates the reimbursement rate for sponsors for the entire fiscal year.

2. **Q: Can I scan and save all CIS and Enrollment forms or must I keep a paper copy?**
   **A: Sponsors may keep original signed paper forms or scan and save the documents.** If keeping scanned copies only, Sponsors must have a reliable system to maintain all documents. All CIS forms (scanned or paper) should be kept in a manner to protect the confidentiality of the income information.

   All CACFP records must be kept on file for three years plus the current fiscal year. If scanned or paper forms are not available to EED CNP staff during an administrative review, the Sponsor could owe a significant amount of money and could be categorized as Seriously Deficient in the operation of the program.

3. **Q: Do I need to update the CACFP OMER during the year (after October)?**
   **A: No** The CACFP OMER is an annual report used to create each Sponsor's unique percentage reimbursement rate. The numbers of Free, Reduced Price, and Above Scale determined from the developed CACFP OMER are reported on the October claim for each fiscal year. The CACFP OMER is developed one time each year in October and is not changed until October of the next fiscal year, unless a Sponsor chooses to do another CACFP OMER because it is fiscally advantageous for them.

   The CACFP OMER is an excellent tool that can be used to assist Sponsors in the tracking of new enrollees, drops/transfers, and expiration dates for updating CIS or CACFP Enrollment forms.

4. **Q: Can the CACFP OMER roster be on more than one computer?**
   **A: Yes.** But it is not recommended. A Sponsor could have two or more different CACFP OMER files with different numbers and this would cause problems during an audit or administrative review.

5.  <u>Q</u>: **May I print the excel OMER form and hand write the names of the enrolled participants in the spaces provided?**
    <u>A:</u> **No.**  The CACFP OMER is designed to be completed electronically.  If EED CNP conducts a review and the CACFP OMER is entered by hand, EED CNP will request the Sponsor to complete the document electronically.

6.  <u>Q</u>: **Where can I find the OMER excel document?**
    <u>A:</u>  **The excel document can be found on the CNP Database under the Packet Tab.**  If you have a child care center or OSHC program there will be an asterisk next to this document under the Packet Tab to

    <u>(Oregon provided many of these questions/answers as they have implemented the OMER a few years prior to Alaska migrating to this new system.  If you have further questions please send them to EED).</u>