Update to Adobe Reader 9.3 prior to starting form. Use your "Mouse" or "Tab" key to move through the fields, and the mouse to mark check boxes. After completing last field, save document to hard drive to make future updates or click print button.

## Child and Adult Care Food Program
# MASTER LIST OF ENROLLED CHILDREN

A Master List should be maintained for each facility to help organize all children enrolled in your program. Write the month and year this document is completed. As each child enrolls in your program, add their full name, effective dates of their CACFP Annual Enrollment Form and Household Eligibility Application or Electronic Direct Certification Report, and the eligibility category approved to claim their meals. Update the Master List monthly to include any new children. When appropriate, record the drop-date for the last day a child was in attendance.

Extended Categorical Eligibility—When you approve a child for free meals using Extended Categorical Eligibility because another child in the family was identified through the Electronic Direct Certification System, you need to do the following.

- List the child's name
- Enter the effective date of Electronic Direct Certification and mark the small box in the upper right corner showing the child is using another household member's Direct certification Report.
- For more information on Extended Categorical Eligibility refer to our website.

**SPECIAL NOTE:** The Master List contains personal information and must be kept confidential.

| CENTER NAME | | | | MASTER LIST CREATED (MONTH/YEAR) | | | |
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| CHILD'S FULL NAME | EFFECTIVE DATE CACFP ANNUAL ENROLLMENT FORM | EFFECTIVE DATE HOUSEHOLD ELIGIBILITY APPLICATION | EFFECTIVE DATE ELECTRONIC DIRECT CERTIFICATION | CACFP ELIGIBILITY | | | DROP DATE |
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