



All About the CEF

(Child Enrollment Form)



CEFs are an essential part of the food program and are the key to you receiving your full reimbursement. When a CEF is incomplete or incorrect, your claims processor must contact you for the correct information, which may mean you have to contact the parent for additional information. This all contributes to a delay in processing your claim. It is vital that you review the CEFs prior to submitting this form to the office to insure that the parents have completed all of the required information.

We want to get your reimbursement to you as quickly as possible! To reduce errors and speed up the processing of your claim, the Processing Department has created a Top 10 list of the things most frequently missed. We may have two answers for each of the frequently missed or incorrect sections of the CEF – one for paper CEFs and one for online CEFs.

See if you can get a perfect score!

10. Provider's Name is missing from the form.

- **Paper CEF** – On the 3-part paper CEF your name goes on the very top right side.
- **Online CEF** – The electronic enrollment form completes this automatically.

9. Days and Meals are not marked with times in care on each day.

- **Paper CEF** - This is one the parents often leave out some required information. It is best if the parent writes the earliest time the child could be in care and the latest time that a child could be in care. Also any day that a child could be in care should be marked, as well as any meals that could be consumed within the time frame a child could be in care. If the information is incomplete, another CEF will be requested by the Processing Dept.
- **Online CEF** – As explained above, the parents need to indicate all possible days, times and meals in which their child(ren) could participate.

8. School Holidays are not marked with times in care for school age children.

- **Paper CEF** – This section must be checked, with times listed, in order for you to claim the child during holidays as well as during the summer. Even though the child may only be there after school on normal school days, this helps ensure the child is enrolled and paid correctly on school out days.

Colorado Department of Public Health and Environment
 Child and Adult Care Food Program

Provider's Name: #10 Date: #1

Provider's License Number: _____ County: _____

Sponsor's Name and Telephone Number: Wildwood CACFP

303-730-0460

CHILD ENROLLMENT FORM

The information below must be completed by the parent/guardian of the enrolled child/infant.

First Name	Last Name	Birth Date (Month/Day/Year)
		#3

Infants Birth through 11 Months

As the parent of an enrolled infant:

- I will supply breast milk for the provider to feed my infant and decline the iron-fortified infant formula my provider has offered me.
- I accept the iron-fortified infant formula my provider has offered me.
- I decline the iron-fortified infant formula my provider has offered me and will supply my own iron-fortified infant formula.

Name of formula: _____

Check here if this child is provider's own and/or part of provider's household.
 Are other siblings in care? Yes No

School Age/Kindergarten Information

Kindergarten Yes No
 School Age Yes No Grade: _____ #7

Hours in school: _____ to _____
 Days in school: Mon. Tue. Wed. Thur. Fri.

School Attending: _____

School District: _____

Normal Days in Care	Normal Hours in Care	Normal Meals to be Received While in Care
<input type="checkbox"/> Monday	_____ to _____	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Tuesday	_____ to _____ #9	<input type="checkbox"/> AM Snack
<input type="checkbox"/> Wednesday	_____ to _____	<input type="checkbox"/> Lunch
<input type="checkbox"/> Thursday	_____ to _____	<input type="checkbox"/> PM Snack
<input type="checkbox"/> Friday	_____ to _____	<input type="checkbox"/> Supper
<input type="checkbox"/> Saturday #8	_____ to _____	<input type="checkbox"/> Evening Snack
<input type="checkbox"/> Sunday	_____ to _____	
<input type="checkbox"/> School Holidays	_____ to _____	

#6

#7

#8

#2

New CEF Updated CEF

This form is effective:

Month	_____	_____	Year	_____	_____
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#1

(This form expires one year from this date)



To assure that all eligible children are receiving program benefits, please indicate the ethnic and racial identity that you think most closely characterizes your child by selecting one or more of the boxes under each category listed below. This information is voluntary and will not affect the ability of your child to participate in this program. It is ideal for parents or guardians of the children to self-identify their child's ethnic and racial categories; however, if the parent or guardian declines to self-identify, the provider is required to make a visual identification of the enrolled children's ethnicity and record it on the CEF. Please select one or more that applies under each category:

- 1) **Ethnicity:** Hispanic or Latino Not Hispanic or Latino
- 2) **Race:** American Indian or Alaskan Native Asian Black or African American Native Hawaiian or other Pacific Islander White

#4

The CACFP is administered by the CDPHE-CACFP and is funded by the United States Department of Agriculture.

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7. *School Age/Kindergarten information is not complete.*

- **Paper CEF** – Please verify that parents have completed this entire section. Including grade, hours and days in school, the name of the school and the school district.
- **Online CEF** – This doesn't require the school information prior to moving to the next section of the CEF, so make sure not to miss this part. The school district can be chosen from a drop down list. All the other information must be typed into the form.

6. *Infant section is not complete with formula/Mother's Milk choice and the name of the formula.*

- **Paper CEF** – Though confusing, it often requires the Processing Staff to make follow up phone calls. The parent must check at least one of the three options. The parent can check that she will supply Mother's Milk AND she can also check that she accepts the provider supplied formula or she will supply her own formula. By checking box 1 and either box 2 or 3, this will allow the provider to transition the child to formula when the parent requests the change and not have to complete another CEF. If a formula option is selected the name of the formula must be listed. The most recent CEF that your field rep will be giving you will have a space to write the formula down. If you are still using the older CEF forms, you must write the name somewhere on the CEF forms.
- **Online CEF** – The form lists four options, you can only select one option. When that option changes, you must print out the page of the Enrollment Renewal Report on which this child is listed and write in the change. Have the parent sign it and email, fax or mail the page to the Processing Department.

5. *Parent signature, printed name, address and/or phone number is missing.*

- **Paper CEF** – As basic as this is, it is number 5 on the list! We cannot activate a child without the Parents' information. Be sure they add all of their contact information so they won't have to complete another CEF.
- **Online CEF** – This too needs all of the parent information, be signed, and dated.

4. *Race and/or ethnicity are not marked.*

- **Paper CEF** – There are 2 areas that must be checked. The Ethnicity has two choices and only one can be checked. Race has five options and as many as are applicable must be checked, but at least one must be checked.
- **Online CEF** – Good news! Minute Menu will not let you finish enrolling a child without this information.

3. Child's birthdate is missing.

- **Paper CEF** – Believe it or not, we often get either the parents birthdate or the correct month and day with the current year listed instead of the birth year. Please verify this information.
- **Online CEF** – When the birthdate is entered it shows right above the date the age of the child, making it easy to verify.

2. Whether it's a New CEF or an Updated CEF is not marked.

- **Paper CEF** – This is a huge time saver for the Processing Staff if marked correctly! The only time “New” should be marked is if the child has never been in your care before. If the child is not new, “Updated” should always be checked.
- **Online CEF** – Your first step to reactivate a child is to contact the Wildwood office and ask your Coordinator to reactivate the child. The next day you will be able to see this child on Minute Menu. Print out the Enrollment Renewal Report, have the parents review and update any information. The parent must sign and date this form. The date the parent signs the form is the date Wildwood will use as the child's reactivation date. Each month run the Claim Information Form (CIF). Any child whose CEF is expiring will have the expiration date highlighted in yellow. Print the Enrollment Renewal Report for that child and have the parent review the information for accuracy, sign, date and send to the office.

1. The number one error on the CEFs is either the dates are missing or they are incorrect.

- **Paper CEF** – There are two places for dates. The first date is next to the Provider's name at the top right hand corner of the form. The second date is two thirds of the way down on the form on the right hand side in a gray box. If no dates are listed, the form will be returned to the provider for correction. If the top date is missing, we use the date in the gray box. If the date is missing in the gray box, we will use the month and the year of the date on the top of the form.

When you have completed this course,
click [HERE](#) to take the test.
(or you can type this address into your browser:
<http://tinyurl.com/AllAboutTheCEF>)



If you file your claim online, we have some exciting news!

It is no longer required that you use the three part paper Child Enrollment Forms (CEF). The Colorado Department of Public Health and Environment (CDPHE) has approved the use of online CEFs. The instructions are as follows:

Print a blank enrollment form.

This can be found on Minute Menu Kids Pro by clicking on:

- Reports > Child Information > blank enrollment worksheet. Have the parent complete the worksheet.
- OR you could complete the information directly into Minute Menu Kids Pro with the parent's help.

Enter the information into Minute Menu (as per usual).

While in Minute Menu click on:

- Children; Enroll Child and complete all of the enrollment process.

Print the Enrollment Report.

From Minute Menu Kids Pro by clicking on:

- Reports > Child Information > Enrollment Report.
- Click on the drop down box for Select a Name.
- Highlight the child and click View Report.
- Print the report and have the parent review for accuracy.
- Have the parent sign and date (using the effective date).

The Enrollment report must be sent into the Wildwood office so that the child can be activated.

- You may fax, scan & email, or use snail mail.

To renew a CEF complete the following steps:

Print the Enrollment Renewal Worksheet by clicking on:

- Reports > Child Information > Enrollment Renewal Worksheet.
- Have the parent review the information to make sure it is current or update any outdated information. This can be done right on the Enrollment Renewal Worksheet. The parent must sign and date (using the effective date).
- The Enrollment Renewal Worksheet must be sent into the Wildwood office (you may fax, scan & email, or use snail mail) so that the child can be renewed or reactivated.

This process will save you time & postage! You will no longer have to mail all the CEFs in!

**** If you are not currently claiming online and would like to begin, **
please contact your Program Representative to get started!**