**FREE AND REDUCED-PRICE ELIGIBILITY ROSTER**

# Center Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current Year: \_\_\_\_\_\_\_\_\_\_

## Check ( ✓ ) when updated for the month: \_\_\_\_\_ Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr

\_\_\_\_\_ May \_\_\_\_ Jun \_\_\_\_\_ Jul \_\_\_\_\_ Aug \_\_\_\_\_ Sep \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  **(First & Last)** | **Enrollment Date** | **Expiration Date** | **Eligibility F, R, P** | **Eligibility Change (Date/New Status)** |
| **1)** |  |  |  |  |
| **2)** |  |  |  |  |
| **3)** |  |  |  |  |
| **4)** |  |  |  |  |
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**Instructions for Free & Reduced-Price Eligibility Roster**

1. Complete the roster at the beginning of the Program year.
   1. List all enrolled children (must have a signed enrollment form on file).
   2. Indicate the date the child was enrolled in the CACFP or the date the application for free/reduced price meals was approved by the local agency official.
   3. Enter the date of expiration which is the last day of the month one year after the parent signed the application form. This is the date when the application expires.
   4. Indicate codes for Free (F), Reduced (R), and Paid (P) based on the submitted application. NOTE: The child must be listed as paid/denied if the application is incomplete OR if the income listed is over the reduced-price guidelines. This column must be completed immediately after reviewing the application. If an application has not been received and the end of the month has arrived, enter P for paid.
   5. Use the last column at anytime during the year when a child’s eligibility status changes for any reason. List the date the change occurred and the NEW eligibility status. (For example, if an application is received on and it is incomplete, and if it is the end of the month, mark the eligibility column as P for paid. When the required information is received that allows you to approve the application, enter the date and new status in the final column, i.e., 12/1/14 – Free.)
2. Review the information at the end of each month to indicate that each child’s status has been reviewed prior to calculating meal counts for the claim for that month. All children listed on the meal count sheet must have **current** enrollment forms on file and should be listed on this form. Children in the paid category do not need to be listed though it is a good idea to list them as well.