



## Enrollment

These errors resulted in loss of funds.

### *Child & Adult Care Centers*

- ¼ of the CEs did not report an accurate enrollment count on the claim for reimbursement for the test month.
- ¼ of the CEs did not properly enroll all claimed participants.

### **Common Examples**

- Enrollment forms were missing or did not include all required information:
  - Child's name/date of birth
  - Meals/snacks normally served to the child while in care
  - Days and hours the child is normally in care
  - Enrollment and withdrawal dates (or correction fluid was used to change dates)
  - Parent's or guardian's signature/date of signature.
- CE did not include all participants, or did not add "drop in" participants, or failed to withdraw participants or included children from other sites.
- Math errors were made when totaling numbers or numbers were transposed.
- Enrollment forms were not updated annually.
- Enrollment numbers on the claim did not match those validated by the reviewer.
- The correct enrollment count was not reported in TX-UNPS.
- CE recorded enrollments based on license capacity.

### **Effects on the Claim**

TDA will disallow meals and the claim will be reduced accordingly.

### **Suggested Steps to Take**

- Make a sample enrollment form and highlight the key areas that are frequently missed. Use it as your reminder of where to double-check when you receive new forms.
- Keep a daily log of participants. Make sure the master list is updated frequently.
- Use a calculator!
- Ask another staff member to double-check enrollment forms and claims.
- Don't "guesstimate" claims numbers. Use the documentation.
- Set a date each year to check for updated enrollment forms.
- Contact the regional ESC if you are not sure of how the enrollment process works. They provide training and technical assistance.