Ohio Child and Adult Care Food Program - MASTER LIST

Instructions: All sponsors are to keep a computerized or written Master List to record how each child is claimed monthly. Keep separate Master Lists per program type (i.e. child care center, Head Start, After School at Risk, etc.). We suggest listing the participants in alphabetical order on one center list or individual classroom lists in the same order as the classroom attendance list. Complete the columns for racial category and ethnic category (a visual identification can be made if the parent/guardian has not checked the racial and ethnic category on the income form), date enrollment form signed by parent, date income form signed by parent OR signed by sponsor (per option sponsor has selected on CRRS application), and income category taken from the income form. If participant was in the attendance at least once per month, include them on the Master List and insert the correct income category code (F, R, P) in the monthly column. If participant was not in attendance during the month, insert and "X" in the monthly column. Enter an "E" along with the income code in the column only for the month when participant first attends. Enter a "W" along with the income code in the column only for the month when the participant withdraws and stops attending at your center. Each month add all income categories (F's, R's, and P's) at bottom of page(s) and submit on CRRS claim. Rev 6/22/2015

PARTICIPANT NAMES	* Racial Category Code	Ethnic Category		If applicable to program	Option selected on CRRS application	Income Category			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
		Hispanic or Latino	Non-Hispanic or Latino	Date Enrollment Form Signed by Parent	Date Income Form signed by Parent OR Signed & Certified by Sponsor	FR	RD	PD												
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* RACIAL CATEGORY CODES:																				
AI/AN = American Indian or Alaska Native	**B/AA** = Black or African American	Total Free **[F]**																		
A = Asian	**NH/PI** = Native Hawaiian or Pacific Islander	Total Reduced **[R]**																		
	W = White	Total Paid **[P]**																		