



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

Child and Adult Care Food Program

**Monthly Participant Attendance & Eligibility Report**

**Instructions for Completing the Monthly Participant Attendance & Eligibility Report:**

Once the month has ended, enter the following information in each column:

- 1) Use Institution's completed monthly consolidated attendance reports to list the **names of every participant in attendance during the month** (last name first).

Using the Participant Eligibility Roster:

- 2) Enter the **IEA effective date** for each participant listed. IEAs are effective for 1 year, through the last day of the effective month.
- 3) Enter the **participant's category of eligibility**.

After the above information has been entered:

- ✓ Calculate the **Total Attendance** on each page.
- ✓ Calculate the **total number of free, reduced-price and above scale** (F/RP/AS) participants on each page.
- ✓ Transfer Total Attendance and Total of F/RP/AS from each page to the **Monthly Summary** on the last page and calculate the **Grand Totals**.
- ✓ Calculate the monthly **% Free/Reduced Price participation** for the month, and indicate if the 25% F/RP eligibility requirement was met (*For Profit Centers only*).
- ✓ Track the Monthly F/RP/AS numbers on the **Participant Eligibility Roster** for the Fiscal Year.
- ✓ Enter monthly participant eligibility (F/RP/AS) with monthly **claim in the Washington Integrated Nutrition System (WINS)**.



**Sponsor Name:**

**WINS ID:**

**Center Name:**

**Total Attendance:**

**Month:**

**License Capacity:**

#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
93					
94					
95					
96					
97					
98					
99					
100					
101					
102					
103					
104					
105					
106					
107					
108					

Total (this page)	F:	RP:	AS:	=
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#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
109					
110					
111					
112					
113					
114					
115					
116					
117					
118					
119					
120					
121					
122					
123					
124					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
125					
126					
127					
128					
129					
130					
131					
132					
133					
134					
135					
136					
137					
138					
139					
140					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
141					
142					
143					
144					
145					
146					
147					
148					
149					
150					
151					
152					
153					
154					
155					
156					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
157					
158					
159					
160					
161					
162					
163					
164					
165					
166					
167					
168					
169					
170					
171					
172					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
173					
174					
175					
176					
177					
178					
179					
180					
181					
182					
183					
184					
185					
186					
187					
188					

Total (this page)      F:      RP:      AS:      =



#	1 Monthly Attendance	2 EIEA Effective Date	3 Participant Eligibility		
	Names of all Participant in Attendance	Form is valid for 1 year	Free	Reduced Price	Above Scale
189					
190					
191					
192					
193					
194					
195					
196					
197					
198					
199					
200					

Total (this page)	F:	RP:	AS:	=
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Monthly Summary				
Page	Free	Reduced-Price	Above Scale	Total
Pg. 1				
Pg. 2				
Pg. 3				
Pg. 4				
Pg. 5				
Pg. 6				
Pg. 7				
Pg. 8				
Pg. 9				
Pg. 10				
Pg. 11				
Pg. 12				
Pg. 13				
Pg. 14				
Pg. 15				
<b>Grand Total</b>				

### For Profit Centers Only

**Center License Capacity:**

**Total in Attendance:**

**Total Free and Reduced Price in Attendance:**

**Total F/RP            / License Capacity            =**

**Total F/RP            / Total Attendance            =**

**Was the 25% F/RP Requirement Met:    Yes            No**

\*For profit centers are required to track the % of free and reduced-price (% F/RP) eligible participants in attendance monthly to ensure the 25% eligibility requirement is met. 25% may be based on total attendance for the month or license capacity, whichever is less.

Nonprofit centers do not need to record % F/RP.