Washington Office of Superintendent of
PUBLIC INSTRUCTION

Child and Adult Care Food Program

Participant Eligibility Roster

October 1, 2025 – September 30, 2026

Sponsors are required to use the **Participant Eligibility Roster** to track free, reduced-price and above scale participant eligibility in child care centers, adult care centers and outside school hours care centers. The participant's eligibility category may be based on:

- Information provided on the Enrollment Income Eligibility Application (EIEA) **OR**
- Enrollment in ECEAP or Head Start programs when documentation of enrollment is provided

Sponsors must document the participant's name, first date of attendance, EIEA effective dates and the eligibility category on the roster when participants enroll. Keep this roster with CACFP records. This report does not need to be sent to OSPI.

Instructions for Completing the Participant Eligibility Roster:

For the fiscal year (October 1 to September 30), the following must be recorded under each column:

1) Enter the **name of each enrolled participant** (last name first). If a new participant enrolls during the fiscal year, add their name to the roster.
2) For the **enrollment date**, list the first date the participant was in attendance. If the child was in attendance prior to October 2025, then enter 10/1/25.
3) If a participant leaves the center during this fiscal year, enter their **last date of attendance**.

   Tip: Once you have claimed the participant for the last month they have attended, place a line through their name. This will prevent accidental claiming in subsequent months.
4) Indicate if the participant has an Enrollment Income Eligibility Application **(EIEA) or an Enrollment Form on file**.
5) Enter the **EIEA effective dates** based on either the Institution Signature Date, or the Parent Signature Date.
   a. Institution Signature Date: EIEAS are effective in the month that the institution signs.
   b. Parent Signature Date: EIEAs are effective in the month that the parent signs the form if the intuition signs the EIEA in the same month or the immediately following month.

   Note: Sponsors must be consistent with choosing the parent or Institution date for all EIEAs. EIEAs are effective for 1 year, through the last day of the effective month.

(6) Enter the **participant's category of eligibility** based on approved EIEA or ECEAP/Head Start enrollment status.

(7) At the end of each month, use the **Monthly Participant Attendance & Eligibility Report** to list all participants in attendance and:

- ✓ Calculate the monthly total attendance and the total number of free, reduced price and above scale (F/RP/AS) participants.
- ✓ Calculate the monthly % Free/Reduced Price participation for the month (For Profit Centers only).
- ✓ Transfer the Monthly F/RP/AS numbers on this form for the Fiscal Year.
- ✓ Enter monthly participant eligibility (F/RP/AS) with monthly claim in the Washington Integrated Nutrition System (WINS).

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Sponsor Name: **WINS ID:**

Center Name: **License Capacity:**

	OCT 25	NOV 25	DEC 25	JAN 26	FEB 26	MAR 26	APRIL 26	MAY 26	JUNE 26	JULY 26	AUG 26	SEPT 26
	F	F	F	F	F	F	F	F	F	F	F	F
	R	R	R	R	R	R	R	R	R	R	R	R
	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
Total												
* %F/RP												

*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 or license capacity. Nonprofit centers do not need to record % F/RP.

1	2 Enrolled	3 Disenrolled	4 EIEA/EF		5 Eligibility Dates		6 Participant Eligibility		
Name of Participant	10/1/25 or First Date of Attendance	Date Disenrolled	EIEA	EF	Effective Date	Expiration Date	Free	Reduced Price	Above Scale

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