

Southwest Human Development Services  
USDA CHILD AND ADULT CARE FOOD PROGRAM

**Instructions  
Parent Sign In/Out Sheets**

- **Use one sheet per day.**
- **Provider must fill in Date, Claim Month and Provider Name on each page.**
- **Parent or Guardian must write in the Name of Child Enrolled on the Food Program.**
- **Parent or Guardian must write in arrival time.**
- **Parent or Guardian must write in departure time.**
- **Parent or Guardian must sign their name at the time of arrival and departure.**
- **If children arrive without their parent they must sign themselves in.**
- **If an unaccompanied child cannot sign themselves in the Provider must sign them in.**
- **The unaccompanied child must have the parent sign them out at the time of departure.**
- **Initials are not acceptable on this form.**
- **Sign In/Out Sheets must be mailed in with your claim by the 3<sup>rd</sup> of the month.**
- **Sign In/Out sheets must be available for inspection by Field Representative.**
- **Incomplete information may result in meal disallowances. The forms are reconciled with your claim.**
- **If Sign In/Out Sheets are part of a Corrective Action Plan or a Serious Deficiency failure to maintain the sheets properly could result in grounds for Termination.**