



					<b>Center</b>	
7	Training Video	Title	Link	Date	Center staff	
		How to Enroll New Child  (5 minutes)	<a href="https://www.youtube.com/watch?v=jzimJMznQyc">https://www.youtube.com/watch?v=jzimJMznQyc</a>			
8	Exercise			Date	Responsible person	
	Enroll children into MM from collected Enrollments/IEF	Copy enrollments for your files, give originals to SO for processing. (Have ready at Preapproval visit)				
	Print <b>"In/Out Times Daily Report"</b> from MM	You will begin using these forms for your Attendance & Point of Service (POS) Meal Count Sheets.				
	Training Video	Title	Link	Date	Center staff	
		Recording Meal Counts and Attendance  (3.34 minutes)	<a href="https://www.youtube.com/watch?v=q0SgJNxmWRY">https://www.youtube.com/watch?v=q0SgJNxmWRY</a>			

Center's staff listed have viewed and understand the above training videos, have completed assigned exercises and are ready to start the next steps.

When steps 7 & 8 have been completed Owner/Director sign and date this section and email to Sponsor. Sponsor will then contact Center to schedule a Preapproval visit.

Signature of Center  
Owner/Director

[cacfpcenters@stvincentdepaulcda.org](mailto:cacfpcenters@stvincentdepaulcda.org)

and

[tina@stvincentdepaucda.org](mailto:tina@stvincentdepaucda.org)

By signing this document you are certifying the above is true and correct.