**Sponsor Name**

*Date Created/ Revised*

**Procedure for**: One Month Enrollment Roster (OMER)

**This Record Applies to:** Child Care, Head Start (if community or sibling meals are claimed), Adult Day Care, and Outside School Hours CenterParticipants.

*When completed, this template will serve as your organization’s written procedure for the task above. All staff involved in this procedure must review and be knowledgeable on how to implement this. ODE CNP expects that following this procedure will produce accurate outcomes when replicated. Please complete all fillable fields, as applicable, to your program. If a field is not applicable, you may delete the information in the field. If an item has a checkbox, only select the item if it will be included in your procedure. If not, do not select the checkbox item. If you have any questions, please contact your assigned Child Nutrition Specialist.*

**Overview of Record:** Annual report used to determine a site’s unique reimbursement rate based on the first claim month of the fiscal year (October) enrollment by site’s percentage of Free, Reduced-Price, and Above Scale participants. The OMER must include all enrolled participants, including infants and drop-ins. If a sponsor operates multiple sites, each site must have it’s own OMER. If a site is new or does not operate in October, the OMER will be based on the site’s first month of operation.

* 1. **Record Process & Timeline:**

1. The Position Title in CNPweb will collect and compile all documentation for the OMER before Date (must be on or before October 31).
   1. Current, accurate, and complete Child Enrollment Forms (CEF)
   2. Current, accurate, and complete Confidential Income Statements (CIS), if the participant is eligible for Free or Reduced Priced meals.
2. The OMER will be developed by the Position Title in CNPweb by Date.
   1. The most current OMER can be found on the public ODE CNP CACFP website and in the Packet Tab of CNPweb.
3. To create the OMER:
   1. Follow the instructions on the first page/ tab of the spreadsheet.
      1. The greyed out boxes for OMER totals will auto-populate as the OMER is completed.
      2. Errors will be noted by the OMER totals and the lines in which the error is occurring will be highlighted.
   2. Populate all required fields.
   3. Do not include participants with missing or outdated enrollment information.
   4. If a participant does not have a CIS form on file, they must be marked as “AS” (above scale).
4. After the OMER is completed Position Title in CNPweb will alert Position Title in CNPweb to double check the OMER. Position Title in CNPweb will review the OMER within number of days.
   1. If there are any errors, Position Title in CNPweb will notify Position Title in CNPweb to correct errors (if not the same person)/ correct the errors.
   2. Errors will be corrected within number of days.
   3. Position Title in CNPweb will re-review the OMER within number of days.
5. The OMER total numbers will be used when completing the first claim month (October) for the site in a new fiscal year. See the Claims Procedure for more information.

**OMER Updates:** If there is a substantial change in ratio of free/ reduced price/ above scale participants during the fiscal year, the sponsor may request an OMER revision. To do this:

* 1. Position Title in CNPweb will follow steps 1, 3 and 4 in the OMER Procedure.
  2. If there is more than a Number% difference in the ratio of eligibility types, Position Title in CNPweb will reach out to their assigned Child Nutrition Specialist to request an OMER revision.
  3. Position Title in CNPweb will follow the instructions given the Child Nutrition Specialist to complete the task.

1. **Where the Completed Record is Kept:** OMER file will be saved describe where the OMER will be saved (network folder, file on desktop, etc.)
2. **Procedure back-ups:** IfPosition Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will take the lead. IfPosition Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will take the lead.

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