

Children's Hunger Alliance Enrollment Renewal Instructions

Complete an Enrollment Renewal Bubble form for each child in your care.

Each child must be entered on a separate form.

Do not fold, bend or staple form.

- 'Bubble' the entire form using a No. 2 pencil. Do not fold!
- Be sure that parents enter all information as well as sign and date the form.
- See the Blue sample form for details.

Pay special attention to:

- 2. CHILD'S BIRTHDATE
 - Underneath this section, bubble 'REENROLLMENT/UPDATE'
- 3. FIRST DAY IN CARE
 - Enter '**MM/DD/YYYY**' for the date. This is the first day in care of the renewal month – **NOT** the first day that you have cared for the child.
- 4. CHILD'S NUMBER
 - The child numbers can be found on the Claim Information Form. It is essential that the correct number is entered.

Please mail forms to:

Children's Hunger Alliance
370 South Fifth Street
Columbus, OH 43215

This institution is an equal opportunity provider.