

Enroll Children for ARAS

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Note: Before enrolling children as At-Risk After School (ARAS), make sure that you have set up the appropriate center to claim ARAS. For more information, see [Enroll Centers for ARAS](#).

1. Click the **Select Center** drop-down menu and select the center in which to enroll children.
2. Click **Enroll Child** from the toolbar at the top of the window. The Enroll New Child window opens to the Child tab.
3. In the **Specials** section, check the **At-Risk Child** box. This box must be checked before you can claim the child as At-Risk.

The screenshot shows the 'Enroll New Child' window with the 'Child' tab selected. The form contains the following sections:

- Child Information:** Child # (4), Classroom (Blue), Child First Name (Annie), Middle Name, Child Last Name (Mayberry), Birth Date (2/25/2015), Age (4y0m), Gender (Female), Child Status (Enrolling).
- Race:** (Choose all that apply) American Indian / Alaska Native, Asian, Black or African American, Native Hawaiian / Pacific Islander, White, N/A.
- Ethnicity:** Hispanic / Latino, Not Hispanic.
- Enrollment info:** Original Enrollment Form Date / First Day in Care (1/1/2019), Current Enrollment Form Date (7/1/2019), Enrollment Expiration (12/31/2019).
- Specials:** Special Needs, Special Needs Statement on file, Migrant Workers Child, At-Risk Child, Special Diet, Milk Allergy, Diet expiration date, Diet Statement on file, Special Diet Notes.
- Child In/Out Times:** Copy In/Out Times, Days of Week (Monday-Friday checked), IN/OUT times, Child Times Vary, Overnight Approved.
- Meals:** Breakfast, AM Snack, Lunch, PM Snack, Dinner, Eve Snack.
- Doctor Info:** Name, Phone #, School District, Type/Level.

4. Complete the remaining fields (marked in red). For more information, see [Enroll Children](#).
5. When finished, click **Save**.

Note: Children who are claimed for both At-Risk and regular CACFP meals are claimed as At-Risk first. Any remaining meals are claimed on

the regular CACFP claim.

For example, a center is approved to serve regular meals and ARAS meals for the PM snack. A child marked as ARAS and claimed at PM snack is claimed as At-Risk for the PM snack. Any meals the child attends that are not approved for ARAS are claimed as regular meals (limited to two (2) meals and one (1) snack, or two (2) snacks and one (1) meal).
