



# Split Shift Request Form

A split shift is needed to demonstrate you are within your **license capacity** at a meal or snack when it would otherwise appear you are over capacity. For example, you are licensed for 10 children, but 11 children are served lunch. At first glance it would appear you are over license capacity, but because of the times the children come and go, you are not. Betty eats lunch and leaves your care at 11:30 to go to preschool, while Barney arrives at your home at 12:00 and eats lunch at that time. There are never more than 10 children in your care at one time. A split shift is how you let ACA know this situation is occurring. To request approval for a split shift, complete the following.

1) For which meal or snack is the split shift needed? \_\_\_\_\_

2) What is the beginning and ending time of the first shift? Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

3) What is the beginning and ending time of the second shift? Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

4) Names of the children who eat 1st shift and **LEAVE** your care before the 2<sup>nd</sup> shift children listed above arrive:  
(If any of the children below are your own children, contact our office before submitting this request.)

\_\_\_\_\_

5) Names of the children who eat 2<sup>nd</sup> shift and arrive **AFTER** the 1<sup>st</sup> shift children have left your care:  
(If any of the children below are your own children, contact our office before submitting this request.)

\_\_\_\_\_

6) Check the depart and return times on the enrollment forms for the children listed in questions 4 and 5. The parents should have indicated the children departing and returning (or arriving) as listed above. If not, you will need to update Enrollment forms to show the correct depart and return times. To update enrollment forms on-line, you need to print the enrollment form from Minute Menu. Have the parents correct the times and **initial the changes**. The parents should also sign and date the form. If you claim using paper forms, have the parent complete a new enrollment form with the correct times bubbled in. The parents should sign and date the forms.

7) Submit this form (signed and dated) to ACA along with any updated Enrollments that may be needed. Split shifts must be submitted and approved **prior** to use. Do not request a split shift approval for a Food Program claim you have already submitted.

8) **Any children who are in the home when both shifts are served should be recorded in each shift.** You will be paid for only one shift of each meal or snack, but for license capacity purposes children must be recorded at all shifts for which they are present.

If there are any questions concerning your split shift request, you will be contacted by someone from our office. You will be notified when your split shift is approved. You will also receive direction on how to complete the split shift in Minute Menu Kids or on paper forms.

Please contact our office if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Provider Number

\_\_\_\_\_  
Date (month/day/year)