

Child and Adult Care Food Program

Adult Day Services Fact Sheet

The Purpose of the Child and Adult Care Food Program

The Michigan Department of Education (MDE) operates the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). The Child and Adult Care Food Program (CACFP) provides reimbursement for nonresidential adult day care institutions to plan, purchase, prepare, and serve nutritious meals and snacks to eligible participants.

Eligibility Requirements

- An Adult Day Care Center may participate in CACFP as an independent institution or under the sponsorship of a sponsoring organization.
- An Adult Day Care Center may be operated by one of the following types of institutions:
 - Public Entity—a municipal, county, state, or federal government agency.
 - Nonprofit Institution—a federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service.
 - For-Profit Institution—an adult day care institution that does not qualify for tax-exempt status under the Internal Revenue Code. Private for-profit centers can participate only if they receive compensation under Title XIX of Title XX of the Social Security Act for at least 25 percent of adult participants. Documentation must be submitted with each monthly claim for reimbursement documenting the 25 percent eligibility.
- There are no state licensing requirements in Michigan for Adult Day Services. To be eligible for participation, an adult day care center must:
 - Meet alternative approval requirements. Alternative approval requires providers must comply with the [Michigan Office of Services to the Aging \(OSA\) Minimum State Service Standards for Adult Day Care](#) and possess a current agreement to provide adult day services with their local [Area Agencies on Aging \(AAA\)](#) or MI Choice Waiver Agent.
 - Be periodically reviewed against the above minimum service standards.
 - Meet the standards for adult day care centers set forth in the USDA's CACFP program requirements
 - Have current health and fire inspections
- Specifically, the center must:
 - Provide services for to adults who are functionally impaired adults (age 18 and over) and/or age 60 and over
 - Provide a structured, comprehensive community-based, non-residential program of health, social and related support services
 - Develop and maintain an individual plan of care for each enrolled functionally impaired participant.
- Adult day care centers shall provide a community-based group program designed to meet the needs of functionally impaired adults through an individual plan of care. Day care for the functionally impaired must be the primary purpose of eligible adult day care centers. The program must be **a structured, comprehensive program that provides a variety of health, social, and related support services to enrolled adult participants.**
- Participants at an Adult Day Care Center must not be institutionalized. The individual must return to his/her own or a family member's home after attending the day care.

Child and Adult Care Food Program

Adult Day Services Fact Sheet

- **Adult day care centers participating in the Child and Adult Care Food Program may not claim a meal under both the CACFP and part C of the Title III of the Older Americans Act of 1965.** Additionally, if a center claims reimbursement for a meal under the CACFP, it may not use any Title III funds to pay for the costs associated with that meal or vice versa.

Eligible Age Range

- A person enrolled in an adult day care center who is functionally impaired or 60 years of age or older. (NOTE: *Functionally impaired adult* means chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living are markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, or using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitations is such as to seriously interfere with the ability to function independently.)

Eligible Operational Time

- Year-round

Adult Meal Pattern Requirements

- Meals and snacks served to participants of an adult day care center must meet the requirements set forth in the CACFP Meal Pattern for Adults. The chart specifies the required food components and portion sizes. USDA Nutrition Standards: [USDA CACFP Adult Meal Pattern](#).
- Each adult day care center shall offer its participants all the required food servings set forth in the food components charts. However, at the discretion of the adult day care center, adult participants may be permitted to decline:
 - **Breakfast:** One of the four required food items (one serving of milk, one serving of vegetable and/or fruit, and two servings of grain);
 - **Lunch:** Two of six required items (one serving of milk, one serving of vegetable, one serving of fruit or a second different serving of vegetable, two servings of grain, and one serving of meat/meat alternate); and
 - **Supper:** Two of five required items (one serving of vegetable, one serving of fruit or a second different serving of vegetable, two servings of grain, and one serving of meat/meat alternate). **NOTE:** Fluid milk is not required as part of a reimbursable supper meal. Yogurt may be substituted for a serving of fluid milk once per day. See meal pattern charts for additional flexibilities and requirements.

CACFP Recordkeeping Requirements

- Annual CACFP re-certification of application
- Intake or Enrollment Data for all participants
- Individual plan of care for each enrolled functionally impaired participant
- Applications for Free and Reduced-Price Meals for all free and reduced price eligible participants
- Center Daily attendance records
- Dated menus listing the food items served for each meal and snack
- Accurate point-of-service meal counts
- Receipts and Invoices for food and non-food costs related to the nonprofit food program

Child and Adult Care Food Program

Adult Day Services Fact Sheet

- Bank Statements, cancelled checks and cost allocation plans, as applicable, to demonstrate CACFP reimbursement are used for food service and not non-program activities
- Record of annual Civil Rights training for all staff with CACFP duties
- Record of annual CACFP training for all staff with CACFP duties
- Food Vendor Contracts, as applicable
- Valid Medical Statement for medical changes to the meal pattern requirements

Reimbursement

- An Adult Day Care Center can be reimbursed for two meals (breakfast, lunch, supper) and one snack **OR** one meal and two snacks, per participant per day
- The amount of reimbursement an institution is eligible for depends on the number of meals served to participants and each participant's household income eligibility status.
- An Adult Day Care Center may not profit from CACFP. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand or improve the institution's nonprofit food service program.
- Meals and snacks may not be sent home with the participant. Meals and snacks must be consumed while the participant is at the facility.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) fax: 202-690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.