

**Michigan Department of Education
Child and Adult Care Food Program**

Adult Day Care Component Fact Sheet

Administering Agency

In Michigan, the Child and Adult Care Food Program (CACFP) is administered by the Michigan Department of Education (MDE), Office of Health and Nutrition Services (OHNS).

What is the Adult Care Component of the Child and Adult Care Food Program?

Since 1968, CACFP has provided cash reimbursement and donated foods to help provide nutritious meals to children enrolled in nonresidential childcare centers or day care homes throughout the country. On November 29, 1987, Public Law 100-175 amended the National School Lunch Act to allow certain adult day care centers to be eligible for cash and commodity assistance under CACFP.

Who Benefits?

Eligible centers provide day care to adult participants for the purpose of avoiding premature institutionalization by allowing families a respite from care giving. Functionally impaired adults age 18 or older and adults age 60 or older who live in private residences (that may be their own or in a group living arrangement if they are primarily responsible for their own care) may participate. Functionally impaired adults and/or chronically impaired disabled persons who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Institutionalized individuals or those residing in nursing homes, Community Based Residential Facilities, and licensed or certified Adult Family Homes are not eligible for CACFP benefits.

Participation Eligibility Requirements

To be eligible for participation, an adult day care center who receives state or federal funding must be in compliance with Adult Day Care Minimum Standards issued by the Michigan Department of Health and Human Services (MDHHS) Michigan Office of Aging's (OSA) Minimum State Services Standards for Adult Day Care, contract with a MI Choice Waiver agency and meet along with the standards for adult day care centers set forth by the U.S. Department of Agriculture's (USDA) CACFP program requirements.

Specifically, the center must:

1. Serve functionally impaired adults
2. Provide a structured, comprehensive program of health, social and related support services for all participants
3. Develop and maintain an individual plan of care for each enrolled participant under age 60
4. Retain proof of participant's age
5. Retain proof of participant's living arrangement

What Types of Agencies may apply?

- A private, non-profit agency
- A public agency
- An independent non-profit center (single site)

Types of Agencies, Continued

- Private centers (except for-profit Title XIX and XX organizations) must have federal tax-exempt status under the Internal Revenue Code of 1986 at the time they apply for CACFP
- For-profit agencies may apply to serve as a sponsoring organization for one or more centers that have the same legal identity as the agency and receive Title XIX and XX funds for at least 25 percent of the clients in each center
- Independent for-profit center may apply for self-sponsorship

Not eligible are: sheltered workshops, vocational or substance abuse rehabilitation centers, social centers, or other types of centers whose primary purpose or service is other than to provide day care to functionally impaired adults and adults age 60 and over.

Reimbursement

Program payments to adult day care centers are limited to the number of meals served to eligible enrolled adults multiplied by the appropriate rate of reimbursement. The rate of reimbursement varies according to the family size and income of eligible adults. Increased reimbursement is provided for free and reduced eligible adults. The rates of reimbursement are effective July 1, 2022, through June 30, 2023, are listed below.

	Breakfast	Lunch/Supper*	Snack (Supplement)
Free (A)	\$2.21	\$4.03	\$1.18
Reduced(B)	\$1.91	\$3.63	\$0.64
Paid (C)	\$0.45	\$0.47	\$0.19

*Cash in Lieu of Commodities – An additional \$.30 cash-in-lieu of commodities is paid for each lunch and supper served.

Centers cannot receive benefits of reimbursement from both the CACFP and Title III of the Older Americans Act, as amended, for the same meal served.

Meal Service

All participating centers must serve meals which meet meal pattern requirements specified in CACFP program regulations. Reimbursable meals include breakfast, lunch, supper, and snacks. Centers may be approved to receive reimbursement for up to two meals and one snack, or one meal and two snacks, for each eligible adult participant each day. Centers must maintain a non-profit food service.

Breakfast

- One serving of fluid milk
- One serving of vegetable(s) and/or fruit(s) or full-strength vegetable or fruit juice or any combination of vegetable(s), fruit(s), and juice
- Two servings of bread or bread alternate

Lunch/Supper

- One serving of fluid milk (lunch only – no required for supper)
- Two servings of vegetable(s) and/or fruit(s) or full-strength vegetable or fruit juice or any combination of vegetable(s), fruit(s), and juice
- Two servings of read or bread alternate

Meal Service, *Continued*

- One serving of meat or meat alternate
- Meal Service, Continued

Snack – Select two of the following four components:

- One serving of fluid milk
- One serving of vegetable(s) and/or fruit(s) or full-strength vegetable or fruit juice or any combination of vegetable(s), fruit(s), and juice
- One serving of bread or bread alternate
- One serving of meat or meat alternate

Types of Meal Service

CACFP meal can be prepared in-house, provided by a vendor, or catered from a central kitchen.

Centers may choose to serve the meals

- With participants moving through a cafeteria-style line
- Pre-plated and served from a line or to the table
- Family-style with food served in dishes on the table

Offer Versus Serve

Adult day services may use the “offer vs. serve” meal service option. This option allows participants all of the required meal components.

However, participants are permitted to decline

- At breakfast – one of the required four food items
- At lunch – two of the required six food items
- At supper – two of the required five food items

Participants must be served both snack components. Centers may provide additional choices of the required meal components to increase food intake and decrease plate waste.

Special Nutrition Needs

If an adult participant cannot eat certain foods for medical reasons, substitutions can be made to CACFP meal patterns if there is a written statement from a medical authority and a list of recommended alternate foods. Centers must utilize the Medical Exception Statement for food substitution if meals or snacks are going to be claimed that do not meet meal pattern requirements.

Definitions:

1. **Adult participant:** A person enrolled in an adult day care center that is functionally impaired or age 60 or over.
2. **Functionally impaired adult:** A chronically impaired disabled person, age 18 years or older, including victims of Alzheimer’s disease and related disorders with neurological and organic brain dysfunction, which 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,

Definitions, *Continued*

shipping, 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.

3. **Proprietary Title XIX Center:** Any private, for-profit center
 - a. Providing nonresidential adult day care services for which it receives compensation from amounts granted to the states under Title XIX of the Social Security act.
 - b. In which Title XIX beneficiaries were not less than 25% of the enrolled eligible participants in the calendar month preceding initial application or annual re-application for program participation.
4. **Proprietary Title XX Center:** any private, for-profit center (a)
 - a. Providing nonresidential adult day care services for which it receives compensation from amounts granted to the states under Title XX of the Social Security Act.
 - b. In which Title XX beneficiaries were not less than 25% of the enrolled eligible participants in the calendar month preceding initial application or annual reapplication for program participation.
5. **Family:** Program regulations define "family" in the case of adult participants, as the adult participant, and if residing with the adult participant, the spouse, and dependent(s) of the adult participant. There may be instances in which a spouse of a dependent continues to be considered a part of the participant's family as long as his usual residence is with the participant. Functionally impaired adults living with their parents are considered a "family" separate from their parents for the purpose of determining family size and income.
6. **Income:** For the purposes of determining free and reduced-price meal eligibility, includes earnings, wages, welfare, pensions, support payments, unemployment compensation, Social Security Insurance (SSI), and other cash income received or withdrawn from any source, including savings, investments, trust accounts, and other resources. Individual Retirement Account and Keogh withdrawals are considered income.

Title III Reimbursement

Adult day care centers participating in CACFP may not claim a meal under both 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 CACFP, it may not use any Title III funds to pay for the costs associated with that meal or vice versa. Further, commodities and/or cash-in-lieu of commodities, available under both programs, may not be received if the benefit is based upon the same meal for both programs.

In spite of this restriction, an adult day care center may use program funds to provide different meals within the same meal service or different meal types (breakfast, lunch, snack or supper). This flexibility, however, results in requiring that accounting and other necessary program records be maintained separately to ensure that federal funds are not duplicated by various federal programs.

Application for Free and Reduced-Price Meal Eligibility

Program regulations require that a *Household Income Eligibility Statement Application* be on file for each participant receiving free or reduced-price meals benefits. Income

information on file at the center is not acceptable in place of a current and complete *Household Income Eligibility Statement* (HEIS).

Given the population served by the adult day care provision of CACFP, it is unlikely that it would be necessary for an adult day care center official to complete a HEIS for a program participant. In most cases, the functionally impaired or elderly adult who is not able to complete a HEIS for herself/himself would have a family member or guardian complete the application for her/him. A family member refers to any family member regardless of residence, financial relationship, or dependence on the participant.

Should a center enrollee be unable to complete the HEIS and, if no family member or guardian is available to complete it for her/him, the center may, with the concurrence of Michigan Department of Education (MDE), complete an application of the enrollee's behalf, if the enrollee is categorically eligible for free meals receiving SNAP (aka "food stamps"), Medicaid or SSI. The participant's file must contain documentation of her/his categorical eligibility.

In situations where a family member, guardian, or adult day care center staff member completed the application on behalf of an impaired participant, the individual signing the application should indicate what her/his relationship to the participant. This written notation, however, cannot be required in order for the form to be valid for approval or denial proposes.

Recordkeeping

In addition to maintaining HEIS each adult day care center shall maintain daily records of the number of meals by type (breakfast, lunch, snack, or supper) served to enrolled participants. If the center has clients living in a residential institution or clients under age 60 without a functional impairment, it must have a system to prevent claiming meals served to ineligible persons. Daily attendance records are also a requirement. Meal participation records and attendance sheets should list participants by last and first name, in alphabetical order.

CACFP institutions must also document program expenses and maintain a non-profit food service account.

Please note the following are among the documents that must be submitted at the time of application before participation will be granted:

1. Financial statements (Income statement and balance sheet)
2. A copy of tax-exempt status (501(c)(3) Determination letter) issued by the Internal Revenue Service, if applicable, or a Proprietary Certification (For-profit entities)
3. Current health and fire inspections
4. Current Board of Director listing

A Child Nutrition Program (CNP) Agreement must be executed between the institution and MDE. The on-line application process is complex; it is not a simple checklist for MDE review. The on-line application includes a detailed management plan as to how the sponsor will operate the program, information on the organization's governing board and administrative structure, and an administrative budget. In order for your organization to participate in CACFP, the management plan and budget must

Recordkeeping, *Continued*

demonstrate financial viability, administrative capability and program accountability. The following USDA Standards must be met:

- The sponsor can clearly demonstrate in its management plan that the organization and its principals have sufficient experience to ensure financial viability
- The sponsor commands adequate resources to ensure the effective management CACFP. It must also command adequate outside resources to support its non-CACFP activities
- The sponsor must be financially sound and administratively capable
- The sponsor is accountable for the program to be conducted in compliance with USDA regulations and MDE guidance

Questions

For additional information, please email MDE-CACFP@michigan.gov or write to:
 Child and Adult Care Food Program
 Office of Health and Nutrition Services
 Michigan Department of Education
 P. O. Box 30008
 Lansing MI 48909

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1. **mail:** U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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