

THE PURPOSE OF THE CHILD AND ADULT CARE FOOD PROGRAM

The Indiana Department of Education (IDOE) 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 Child Care 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.
- To be eligible for participation, an adult day care center must be in compliance with the Adult Day Care Standards issued by the Indiana Family and Social Services Administration and the standards for adult day care centers set forth in the USDA's CACFP program requirements. Specifically, the center must:
 - Serve functionally impaired adults.
 - Provide a structured, comprehensive program of health, social and related support services.
 - Develop and maintain an individual plan of care for each enrolled 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.
- 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

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.
- Each adult day care center shall offer its participants all of 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:
 - One of the four food items (one serving of milk, one serving of vegetable and/or fruit, and two servings of bread or bread alternate) required at breakfast;
 - Two of six items (one serving of milk, two servings of vegetable and/or fruit, two servings of bread or bread alternate, and one serving of meat/meat alternate) required at lunch; and
 - Two of five items (two servings of vegetable and/or fruit, two servings of bread or bread alternate, and one serving of meat/meat alternate) required at supper. NOTE: Fluid milk is not required as part of a reimbursable supper meal.
- (NOTE: The price of a reimbursable meal shall not be affected if an adult participant declines the food item.)

RECORDKEEPING REQUIREMENTS

- Annual CACFP Renewal
- Intake or Enrollment Data for all participants
- Individual plan of care for each enrolled participant
- Applications for Free and Reduced Price Meals for all free and reduced price eligible participants
- Attendance records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate point-of-service meal counts
- Receipts and Invoices
- Bank Statements, cancelled checks and cost allocation plans, as applicable
- Record of annual Civil Rights training
- Record of annual CACFP training
- Food Vendor Contracts, as applicable
- Doctor Statement for medical changes to the meal pattern

REIMBURSEMENT

- An Adult Day Care Center can be reimbursed for **up to three feedings per participant per day**. The combination of allowable meals includes two meals (breakfast, lunch, supper) and one snack OR one meal and two snacks, per participant per day

Child and Adult Care Food Program

Adult Day Care Center Fact Sheet

- 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.
- 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.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

USDA is an equal opportunity provider and employer.