OSPI Child and Adult Care Food Program (CACFP) Reference Sheet

For-Profit Eligibility — Adult Care

For-profit adult care centers can participate in the Child and Adult Care Food Program (CACFP) if 25% of the eligible adults attending the center receive Title XIX (Medicaid) benefits.

If a sponsor has one or more sites that do **not** meet the 25% eligibility requirement during a month, meals served at that site cannot be claimed for reimbursement. Once the site meets the 25% eligibility requirement again, meals may be claimed.

Requirements

- ✓ For-profit sponsors must keep documentation on file verifying that each site meets the 25% eligibility requirement each month.
  - There are different ways to document this information:
    - Use one form to record information for all months of the year.
    - Use a separate form each month to record the information.
  - Each site must separately document their own for-profit eligibility each month.
  - Some sponsors use a new attendance roster for each site each month. Because this method of documentation takes more time, it is recommended that sponsors use one of the provided templates to meet the requirements.
- ✓ When listing the adults in attendance, do **not** include those adults who are not eligible. Adults are considered ineligible if they:
  - Live in a residential facility, such as an assisted living center, a retirement center, or a nursing home.
  - Attend the center on a trial period of 3 days or less.
  - Receive tube feeding when the formula is supplied by the participant.
- ✓ The **effective** date is:
  - The date the center representative signed page 2 of the Income Eligibility Application (IEA), or
  - The date the eligible adult or guardian signed page 1 of the IEA (if the center representative signs during the same month or the following month).
- ✓ The total percentage **must** meet or be higher than 25% each month and may **not** be rounded up to 25% (for example, 24.8% does not qualify).

Documentation Required to Verify For-Profit Eligibility

- ✓ List of eligible adult participants in attendance who receive Title XIX (Medicaid) funding
- ✓ Medicaid eligibility records
- ✓ Attendance records

How to Track For-Profit Eligibility by Attendance

- ✓ Make a list of **all** eligible adults who attended during the month.
- ✓ Mark whether the eligible adult is a Title XIX - Medicaid recipient, based on Medicaid eligibility records.
- ✓ Total the number of eligible adults in attendance that receive Medicaid benefits.
- ✓ Divide this number by the total number of eligible adults in attendance.
- ✓ Multiply this number by 100 to calculate the percentage.

Eligibility Example

- There are 40 total adult participants in attendance
- There are 20 adult participants in attendance that receive Title XIX (Medicaid) funding
- 20 eligible adults ÷ 40 total adults = 0.50
- 0.50 x 100 = 50%
- Since 50% is higher than 25%, the site meets the CACFP for-profit eligibility requirement

This institution is an equal opportunity provider.

Resources

- Attendance Roster Templates

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CNS – Child Nutrition Services
- IEA – Income Eligibility Application
- OSPI – Office of Superintendent of Public Instruction

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