

# Adult Day Care Centers

Adult day care centers may participate in CACFP either as independent centers or under the auspices of a sponsoring organization. All adult day care centers must also comply with their Institution type provisions in 7 CFR 226.15. Depending on your Institution type, please refer to either the Independent Center or Sponsoring Organization of Centers sections of this manual, for additional requirements that apply to adult day care centers.

This manual section provides guidance on:

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## DEFINITION OF AN ADULT DAY CARE CENTER

Any public or private nonprofit organization or any for-profit center (as defined in this section) which

1. Is licensed or approved by Federal, State or local authorities to provide nonresidential adult day care services to functionally impaired adults (as defined below under Eligible Participants) or persons 60 years of age or older in a group setting outside their homes or a group living arrangement on a less than 24-hour basis; and
2. Provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

## Eligible Institutions

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All adult day care centers, independent or sponsored, shall meet the following requirements:

1. Institutions must meet the definition of an adult day care center in 7 CFR 226.2 and provided above. An Institution may participate in CACFP either as an independent center or as an adult day care facility under the auspices of a sponsoring

organization. Public and private nonprofit centers may not participate under the auspices of a for-profit sponsoring organization.

2. Adult day care centers shall provide care and services directly or under arrangements made by an organization whereby the organization maintains professional management responsibility for all such services.
3. Adult day care centers shall provide a community-based group program in non-residential centers designed to meet the needs of functionally impaired adults through an individual plan of care. The program shall be a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants.
4. Except for for-profit centers, adult day care centers shall be public, or have tax-exempt status under the Internal Revenue Code of 1986.
5. For-profit adult care centers must submit documentation that they are currently providing nonresidential day care services and receive compensation under title XIX (Medicaid Program) or title XX (Block Grants to States for Social Services) of the Social Security Act, and certification that not less than 25 percent of enrolled participants in each such center during the most recent calendar month were title XIX or title XX beneficiaries.

## LICENSING REQUIREMENTS

Adult day care centers shall have Federal, State or local licensing or approval to provide day care services to functionally impaired adults, as defined in 7CFR 226.2, or individuals 60 years of age or older in a group setting outside their home or a group living arrangement on a less than 24-hour basis. In the absence of such licensing or approval mechanisms, centers must demonstrate compliance with applicable State or local government standards or the CACFP standards set forth at 7 CFR 226.6(d)(3).

Idaho provides Adult Day Care under the Aged and Disabled Waiver. Waiver providers are governed by the Department of Health and Welfare Division of Medicaid. Idaho does not require either licensure or certification of adult day care programs. However, the Idaho Commission on Aging has established a set of guidelines titled the Rules Governing Senior Services Programs and requires adult day care programs to operate under those guidelines. They were modeled after the Commission on Accreditation of Rehabilitation Facilities guidelines. The regulations allow participants to be served by an adult day care program for no more than 13 hours per day and requires at least two responsible persons to be at the center at all times when clients are in attendance with at least one of these people being a paid staff member. A site administrator is required for the program, but if that person is responsible for more than one site, then a program manager must be designated for each

site.

Adult day care centers complying with applicable procedures to renew licensing or approval may participate in the CACFP during the renewal process, unless SDE has information which indicates that renewal will be denied.

## Eligible Participants

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Eligible adult participants include:

1. Functionally impaired adults 18 years of age or older; or
2. Persons 60 years of age or older.

All eligible adult participants must reside in their own home, alone or with a spouse, children or guardian, or reside in a group living arrangement that is not a residential care facility.

***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 is 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, 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 limitation is such as to seriously interfere with the ability to function independently

***Group living arrangement*** means residential communities which may or may not be subsidized by Federal, State or local funds but which are private residences housing an individual or a group of individuals who are primarily responsible for their own care and who maintain a presence in the community but who may receive on-site monitoring.

## Meal Service Requirements

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Each adult day care center participating in the CACFP must ensure participants are served or offered at least the minimum required servings of every meal pattern component depending on the meal service style offered in the center. In restaurant style (preset meal service) or cafeteria style meal service, participants must take the complete meal, as served, in order for the Institution to claim the meal for reimbursement. Meals may also be served in a family style setting where foods are placed on the table in serving dishes and adults serve themselves from the serving dishes, with assistance from the supervising adult, as necessary. Family style meal service allows participants to eat together and to make food choices based on individual appetites and food preferences. Unlike cafeteria lines and pre-plated meals, the family style method gives the adults more control over their servings. Because adults are generally used to family style eating, the day care participants may welcome this method and feel most comfortable when the center chooses to implement this style of service.

### OFFER VS SERVE OPTION

At the discretion of the adult day care center, participants may be permitted to decline a certain number of food servings without affecting the price for reimbursement for the meal. This provision is called “Offer Versus Serve” (OVS). This menu planning and meal service approach in adult day care centers allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper. Adults who are offered food choices are more likely to eat the foods they enjoy rather than throw the food away. OVS is only allowed in CACFP adult day care settings for breakfast, lunch and supper meals. OVS is not allowed at snack. OVS may not be implemented at snack because there are only two required components and, therefore, there is not enough food offered to allow an adult to decline some foods and ensure that the snack the adult takes is nutritionally sufficient. Using OVS can help adult day care centers reduce food waste and costs while maintaining the nutritional value of the meal that is served.

Under OVS, all meal pattern component servings in the required serving sizes must be offered. The participant may decline a certain number of food items or components offered, but must take full portions of the remaining meal pattern component servings in order for the Institution to claim the meal for reimbursement.

Institutions must be approved by SDE to use OVS in the adult day care program before implementing this meal service style.

For more information on the above meal service styles and the meal pattern requirements

please refer to the Meal Service Requirements and the Meal Pattern Requirements sections of this manual.

### **FOOD SERVICE VENDOR CONTRACT**

An adult day care center may obtain meals from a school food service facility, and the CACFP requirements shall be embodied in a written agreement between the center and school. The center shall maintain responsibility for all CACFP requirements. More information is provided in the Food Service Contracts section of this manual.

### **REIMBURSABLE MEALS AND SNACKS**

Each adult day care center participating in the CACFP must serve one or more of the following meal types—breakfast, lunch, supper, and snack. Reimbursement may not be claimed for more than two meals and one snack, or one meal and two snacks, provided daily to each adult participant.

Each adult day care center participating in the CACFP shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7CFR 226.20. Participating centers may not claim CACFP reimbursement for meals claimed under part C of title III of the Older Americans Act of 1965. Reimbursement may not be claimed for meals served to persons who are not enrolled, or for meals served to participants at any one time in excess of the center's authorized capacity, or for any meal served at a for-profit center during a calendar month when less than 25 percent of enrolled participants were title XIX or title XX beneficiaries. Menus and any other menu records required by SDE shall be maintained to document compliance with such requirements. Please refer to the Menu Planning and Menu Records Requirement section of the manual for more information on menu records.

## Record Maintenance Requirements

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Each adult day care center shall comply with the recordkeeping requirements established in 7 CFR 226.10(d), and in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement. Records must be maintained for three years plus the current program year.

In addition to the other records required to be maintained by Institutions (Independent Centers or Sponsoring Organizations of Centers), each adult day care center shall maintain the following records:

1. Enrollment documentation for each adult participant that supports the participant is enrolled in the center for care. Enrollment records must include the age of the adult participant;
2. Records which demonstrate that each enrolled person under the age of 60 meets the functional impairment eligibility requirements established under the definition of “functionally impaired adult” as defined above;
3. Individual care plans for functionally impaired adult participants in care;
4. Records which document that qualified adult day care participants reside in their own homes (whether alone or with spouses, children or guardians) or in group living arrangements;
5. Information used to determine eligibility for free or reduced price meals in accordance with 7 CFR 226.23(e)(1);
6. Number of meals prepared or delivered for each meal service;
7. Daily detailed menu records for each meal service;
8. Number of meals served to enrolled adults at each meal service. Daily time of meal service meal count records must be recorded by each enrolled adult’s name and by meal type (breakfast, lunch, supper, and snacks);
9. Number of adults in attendance during each meal service. Daily time in and out attendance records must be recorded for each enrolled adult at the facility;
10. Number of meals served to adults performing necessary food service labor for each meal service;
11. All other records required by the SDE financial management system.

### INDIVIDUAL PLAN OF CARE

Each person enrolled in the Adult Day Care program is evaluated to determine their health and emotional needs. Once those needs have been established, an individual plan of care is developed to meet the physical, emotional, and social needs of the participant. For CACFP purposes, participating centers do not need an individual plan of care for participating

adults age 60 or older who are not impaired. They must, however, have a plan for each impaired participating adult. The written individual plan of care must include:

1. The goals and objectives of the planned care;
2. The activities that will be completed to achieve the goals and objectives;
3. Recommendations for therapy;
4. Referrals to and follow-up with other service providers as needed; and
5. Provisions for periodic review and renewal.

Once an initial assessment is completed, a plan can be developed to meet the participant's needs. The plan should include a daily schedule of individual and group activities aimed at providing both physical and mental stimulation to the functionally impaired participant. It must be a structured, comprehensive program that provides a variety of health, social, and related support services to enrolled functionally impaired participants [7 CFR 226.19a(b)(1)].

## Training Requirements

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Each adult day care center must require key operational staff, as defined by SDE, to attend CACFP training prior to the facility's participation in the CACFP, and at least annually thereafter, on content areas established by SDE. Each meal service must be supervised by an adequate number of operational personnel who have been trained in CACFP requirements. More information on training requirements is provided under the Institutions Type (Independent Center or Sponsoring Organization of Centers) sections of this manual.