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ELIGIBLE AND INELIGIBLE PARTICIPANTS

Eligible Adults

To be eligible for CACFP participation, adults must meet the following two eligibility criteria, as defined in USDA regulations.

1. Adult is functionally impaired and/or 60 years of age or older

Functionally impaired adult means chronically impaired disabled persons 18 years of age or older, including those with 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.

2. Adult resides in a private residency

Must either reside in their own homes (whether alone or with spouses, children, or guardians) or in a group living arrangement. *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.

Ineligible Adults

Institutionalized adults are not eligible for CACFP participation because they are no longer primarily responsible for their own care and reside in one of the following living arrangements:

1. Nursing Homes
2. Community Based Living Facilities (CBRFs)
3. Licensed or Certified Adult Family Homes (AFHs) (which include foster homes)

➤ **Ineligible adults must not be included in the monthly enrollment data or claimed for meals.**



CACFP ENROLLMENT POLICY

Adult care centers (ADC) must have a CACFP enrollment policy that defines which eligible participants will be reported within the enrollment data (Free, Reduced or Non-needy) on the monthly CACFP reimbursement claim. The CACFP enrollment policy may be different from the agency's general enrollment policy.

All eligible participants enrolled at an ADC must be enrolled in the CACFP and included on the Household Size-Income Record (HSIR) to report them in the center's monthly enrollment data, **regardless** of:

- whether they are served or claimed for meals and snacks;
- what their eligibility categories are (Non-needy, Reduced, or Free), based on their Household Size-Income Statements (HSIS);
- whether they have complete and current HSIS;
- whether they have complete and current Individualized Service Plans.

Individualized Service Plans

All adults must be enrolled in the ADC according to the Adult Day Care Certification Standards per the WI Department of Health Services; this includes having Individualized Service Plans.

CACFP ENROLLMENT TIME FRAME

For CACFP purposes, ADCs must define the time frame that participants are considered enrolled. The chosen time frame must be uniformly applied to all enrolled participants when completing the Household Size Income Record (HSIR) each month. Programs may select one of the two enrollment time frames listed below or specify another time frame for their CACFP enrollment policy.

1. Monthly Basis

Participants are counted as enrolled when completing the HSIR for a given month if they attend at least one time within that calendar month. Attendance records must be used to determine which participants are enrolled for the month.

2. Vacant Opening Basis

Participants are counted as enrolled when completing the HSIR for a given month if the center maintains a vacant opening in anticipation of their future attendance at the center.

Option 1 (Monthly Basis) is recommended, because it is most easily supported by attendance records and most accurately represents the enrolled participants served meals in that given calendar month.

- Refer to [Guidance Memorandum 1A](#) for further information on Household Size Income Statements and completing the Household Size-Income Record.

CACFP Contract

Agencies must select each site's enrollment policy in the CACFP contract on the *Site Application* page. A site is required to maintain its selected enrollment policy for the entire Federal Fiscal Year (October – September). If an agency would like to change a site's enrollment policy during the fiscal year, contact your [assigned consultant](#) to request permission and receive approval prior to making the change.