



Georgia Department of Early Care and Learning

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MEMORANDUM

Date: October 1, 2010

To: Institutions Participating in the CACFP

From: Lou Brienza, Director, Nutrition Services 

RE: New Guidance for Calculating Enrollment for Adult Day Care Centers

The purpose of the memorandum is to provide new guidance on the procedures for calculating enrollment of adults served in the CACFP and determining when to disallow meals on the basis of enrollment in adult day care centers.

In accordance with 7 §CFR 226.2 and Bright from the Start policy, an “adult participant” means a person **enrolled** in an adult day care center who is functionally impaired (as defined in 7 §CFR 226.2) or 60 years of age or older as well as who has eaten at least one meal during the claiming period. Documentation of the adult being enrolled is **not** required to be updated annually. This document can be the Income Eligibility Statement (IES), or any other document that indicates the adult is enrolled for care.

Effective October 1, 2010, the following will now determine if an adult is considered “enrolled” for the claim month:

- a. An enrollment form that indicates the adult is enrolled for care; **and**
- b. Documentation to verify the adult has been present for the purposes of adult day care and received at least one meal during the claim month.

Thus, in order to determine if the adult is enrolled, the institution must maintain the following Program records which include, but are not limited to:

1. Daily and/or meal attendance records to ensure the adult was in attendance and present for at least one meal during the claim month (i.e., sign in and sign out sheets); and
2. An Income Eligibility Statement (IES) or any other document that indicates that the adult is enrolled for the purposes of adult day care.

In accordance with 7 CFR 226.19(a) for adult day care centers, documentation of enrollment must be collected and maintained for each adult participant including information used to determine eligibility for free and reduced price meals. **Please note that enrollment information required for child care**

centers and day care homes such as meals received while in care, times and days in care is not required for adult day care centers.

CACFP meals can only be claimed for adults enrolled in the center. If a document states that the adult participant is enrolled for care and this document is maintained and available; and center documentation confirms that the adult was in attendance for at least one meal during the claim month, the adult is considered enrolled and should be included in the number of adults enrolled also known as the enrollment number, and claiming percentages and meals may be claimed for the adult.

Meals should not be claimed for adults who lack a document that indicates the adult is enrolled for adult day care or the documentation confirms the adult was not in attendance for at least one meal during the claim month. In this case, the adult is considered “not enrolled” for the purposes of the CACFP. Furthermore, any meals served to the adult or claimed on behalf of the adult cannot be reimbursed for the month in review and the adult cannot be included in the institution’s claiming percentages (i.e. free, reduced or paid). In this case, the adult should not be included in the number of adults enrolled or the enrollment number. For CACFP purposes, any meal claimed under these criteria would be disallowed due to the adult not being enrolled in the center.

Please Note: For-profit centers must ensure that the definition of an adult participant is applied as defined above when calculating the required 25% percent of the enrollment based on Title XIX, Title XX or a combination of both. A claim should not be submitted for a for-profit adult day care center if the center does not have at least 25% of the adults enrolled in care as defined above are beneficiaries of title XIX or title XX.

The CACFP Roster for Adult Day Care Centers is available on the Bright from the Start website on the CACFP forms webpage in the Nutrition Services section of the website. Please print and/or download this form. The revised CACFP Roster becomes effective on October 1, 2010. All centers are required to utilize this CACFP Roster unless you have obtained alternate approval to use another form. All Rosters that have received alternate approval previously must be re-submitted for approval based on the revised Roster.

For additional questions regarding adult day care center eligibility in the CACFP, please review CACFP Policy 33, on the Bright from the Start website in the Nutrition section. For questions concerning this memorandum, please contact the Policy Administrator at (404) 651-8193.