

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

## **For-Profit Eligibility – Adult Care**

For-profit adult care institutions can participate in the Child and Adult Care Food Program (CACFP) if 25% of the eligible adult participants in care receive Title XIX (Medicaid) funding.

When sponsors have one or more sites that do not meet the 25% eligibility criteria for the month, they cannot claim meals for that site. Once the site again qualifies, meals may be claimed.

## **Requirements**

- ✓ For-profit sponsors are required to keep documentation on file to verify each site meets the 25% eligibility criteria each month.
  - One way to document this is to put the information for all months of the year on one form. Another way is to put the information for each month on separate forms.
  - Each site must document their for-profit eligibility separately each month. Some sponsors complete a new attendance roster for each site each month. Since this is a more labor-intensive method of documentation, it is recommended that you use one of the provided [templates](#) to meet the requirements.
- ✓ When listing the adults in attendance, do not include those adults that are not eligible. Ineligibility is determined as:
  - Adults living in residential facilities (assisted living/retirement centers/nursing homes)
  - Adults that attend the center on a 3-day or less trial basis
  - Adults that are tube fed (when the formula is provided by the adult 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 representative's signature is in the same or successive month).
- ✓ The total percentage **must** meet or exceed 25% each month and may **not** be rounded up to 25%.

## **Documentation Required to Verify For-Profit Eligibility**

- ✓ List of eligible adult participants in attendance, receiving Title XIX (Medicaid) funding
- ✓ Medicaid eligibility documentation
- ✓ Attendance records



## Tracking For-Profit Eligibility by Attendance

- ✓ List **all** eligible adults in attendance during the month
- ✓ Indicate whether the eligible adult is a Title XIX - Medicaid recipient based on Medicaid eligibility documentation
- ✓ Total the number of eligible adults that are Medicaid recipients in attendance and divide by the total number of eligible adults in attendance to calculate the percentage

## Eligibility Example

**Based on total attendance:** 20 (total eligible adult participants in attendance receiving Title XIX – Medicaid funding) divided by the total attendance of 40 = 50%.

## 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