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**CACFP ENROLLMENT REQUIREMENTS**

Group child care centers, Head Start sites, outside of school hours sites and adult day care centers must enroll all participants in the Child and Adult Care Food Program (CACFP) who are enrolled in their program. Not enrolling all participants in the CACFP is considered discrimination by denying equal access to meals.

**Excluding Participants:** An agency may only exclude participants from being enrolled in the CACFP if a written statement is obtained from the family or ADC participant certifying the participant will not be enrolled in the CACFP. Participants who are excluded from the CACFP must not be included in the monthly enrollment data or claimed for meals.

**Adult Day Care (ADC) Enrollment Requirements**

Only eligible adults can participate in the CACFP. Below is information on who is an eligible and ineligible adult.

**Eligible Adults**

To be eligible for CACFP participation, adults must meet the following two eligibility criteria:

1. **Adult is functionally impaired and/or 60 years of age or older**  
 Functionally impaired adult means chronically impaired disabled person 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, cooking, taking public transportation, maintaining a residence, caring for one's grooming or hygiene.
  - Marked limitations refer to the severity of impairment, not the number of limited activities, and occur when the degree of limitation is such as to interfere with the ability to function independently.
2. **Adult resides in a private residency**  
 Must either reside in their own home (whether alone or with a spouse, children or guardian) 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 Home
2. Community Based Living Facility (CBRF)
3. Licensed or Certified Adult Family Home (AFH) (which include foster homes)

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

### **CACFP ENROLLMENT INFORMATION AND FORM**

All group child care centers and Head Start sites must obtain each child's normal days and hours of care and the meals normally received while in care. This can be met by using one of the two methods below:

#### **1. CACFP Enrollment Form**

Programs may use the [CACFP Enrollment Form](#), their own form or a combination of forms to collect the required enrollment information (normal days, hours, meals). For example, programs requiring families to complete annual contracts may collect the required enrollment information within their own forms. Regardless of the form used, it must provide sufficient detail to determine the child's normal days and hours in care and the meals normally received while in care.

##### **The required information must:**

1. be completed for each participant;
2. be updated annually and signed or initialed by the household; and
3. specify the participant's normal days, hours and meals received while in care, including hours both before and after school

#### **2. Attendance Records and Annually Updated DCF Enrollment Documents**

The CACFP Enrollment Form is not required if all the following criteria are met:

1. The sign-in/out records capture the time the participants arrive at and depart from the program;
2. Each day, the sign-in and sign-out times are signed, initialed or entered electronically with an identifying code by a household member;
3. Current Department of Children and Families (DCF) or related enrollment documentation for each participant is annually updated and signed by the participant's family.

#### **Head Start Sites Only**

Head Start sites that enroll children in particular sessions which operate at the same time each day (AM session, PM session, or all day) and provide the same meals to all children in that session, do not need to complete the CACFP Enrollment Form when the Head Start enrollment form specifies which session they are attending.

### **CACFP ENROLLMENT POLICY**

Group child care centers, outside of school hours and adult care centers must have a CACFP enrollment policy which defines the participants who will be reported within the enrollment data (Free, Reduced or Non-needy) on the monthly CACFP claim. The CACFP enrollment policy may be different from the agency's general enrollment policy. The CACFP enrollment policy is used when completing the Household Size Income Record (HSIR) each month. It must be uniformly applied to all enrolled participants.

- **Not applicable to Head Start sites that have only Head Start eligible children enrolled.**

Programs may select one of the two enrollment policies below or specify another CACFP enrollment policy.

#### **1. Monthly Basis**

Participants are counted on the HSIR in month(s) when they are in attendance at least one time within that calendar month. Attendance records must be used to determine which participants are counted on the HSIR for the month.

This policy is recommended because it is most easily supported by attendance records and most accurately represents the participants in that given calendar month.

#### **2. Vacant Opening Basis**

Participants are counted on the HSIR each month starting the first month the participant enrolls in the program and each month thereafter for as long as they are enrolled, regardless of attendance within a calendar month. Participants are no longer counted on the HSIR when they are no longer enrolled in the program.

This policy must be supported by a list of participants enrolled in the program in each given calendar month.

For both CACFP enrollment policies, all participants enrolled in the program must be listed on the HSIR and counted on the HSIR according to the selected CACFP enrollment policy regardless of whether:

- the participant is drop-in
- they are served or claimed for meals and snacks
- they are under 1 year
- their eligibility category is Non-needy, Reduced or Free
- they have a complete and current HSIS
- they have a complete and current enrollment form

### **CACFP Contract**

Group child care centers, outside of school hours and adult care centers 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.