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Welcome to the **Adult Enrollment Documentation Training for the** NC CACFP. This webinar is designed to give you a better understanding of the requirements and usage of the Adult Enrollment Documentation.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a member of the NC CACFP Training Team.

Before we get started, it is a good idea to orient yourself with how you can navigate and complete the

various sections of this course.

The main content window is where you can view the main text or video for each section.

The standard navigation buttons are along the bottom right of the content window.

Looking at the navigation buttons from left to right, you will first see the back button. Clicking the back

button will take you to back to a previous section, and you can go back as many sections as you wish.

Next you will notice the play button. The play button does two things: first it starts the current section’s

video or audio track. And second, it enables the next button. You may notice that the play button is

animated at the beginning of each new section until you press it – this is just to remind you to press it.

After the play button, is the pause button, the pause button will simply pause any video or audio that is

currently playing.

Finally, is the next button. This button is used to move forward to the next section. The next button will

always be greyed out and disabled until you have begun listening to the audio or playing the video for

the current section.

Some sections have special buttons or features. I will show you a few of the more common ones now.

When clicked, a green button in the upper righthand corner labeled “Good to know” or an orange

button labeled “need to know” will display an information box with information that will help you more

fully understand the current section’s topic. To exit an information box, simply click on the button that

is labeled “close” near the bottom of the screen.

Large buttons in the main content window, like these, function just like the Good to know and need to

know buttons. The information in these buttons is important and should always be reviewed.

A button with a paperclip on it will direct you to download a document. Clicking on the paper clip and

downloading a file will not interfere with the current section you are on as all downloads open up in a

separate tab.

Some sections may contain a quiz or practice activity. In order to complete a practice activity, simply

follow the instructions. In this example, you are asked to click the area of the sample form that is

missing information, on clicking the form you will immediately receive feedback as to if you are correct

or not. You can try as many times as is needed to get the activity right.

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Let’s go over our training objectives.

By the end of this training, you should be able to do the following:

1. Identify enrollment documentation regulations and requirements,
2. identify a sample CACFP Adult Participant Enrollment form,
3. and, accurately assess enrollment documentation

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**[Every enrolled participant must have enrollment documentation of file.**

**The records are valid the entire time the adult is enrolled.**

**Lack of CACFP Enrollment documentation could lead to the disallowance of reimbursement.**

**Source:** [**https://www.fns.usda.gov/fdd/regulations**](https://www.fns.usda.gov/fdd/regulations)**]**

It’s important to know that every participant enrolled in an adult day care center or sponsored adult day care center facility in the Child and Adult Care Food Program must have enrollment documentation on file.

Enrollment records are valid for the entire time the adult participant is enrolled in the center.

Lack of CACFP Participant Enrollment documentation could lead to the disallowance of reimbursement for those participants without proper enrollment records – in other words, missing or incomplete enrollment records could cost the facility money

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Why must adult day care programs collect and maintain enrollment documentation?

As you can see, it’s because the regulations require it.

Click the Green “good to know” box in the upper righthand corner to see just what we mean when we say “regulations”.

When you are finished click the next arrow to move to the next section.

**[The Code of Federal Regulations (CFR) is the codification of general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register and the Government Publishing Office.]**

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Let’s discuss the federal regulations behind the requirement for enrollment documentation:

In the Code of Federal Regulations for the Child and Adult Care Food Program, 7 CFR 226, there are specific regulations for adult day care centers.

**[Click on each of the magnifying glasses to get a closer look at two of the regulations that we will look at.]**

7 CFR 226. 19a(b)(8), explains that one of the reasons that collecting and maintaining Enrollment documentation is so important is so that your institution can determine eligibility for free and reduced price meals.

**[Each adult day care center shall collect and maintain documentation of the enrollment of each adult participant including information used to determine eligibility for free and reduced price meals.]**

Keep in mind that in this webinar we are focusing on enrollment documentation and there are additional requirements related to income eligibility applications.

7 CFR 226.19a Part (b) (10), provides three additional Enrollment Documentation Requirements:

First, that the age of each adult participant must be recorded.

Second, that any participant under the age of 60 must meet functional impairment eligibility requirements

And third, that each adult participant resides in their own home.

**[Each adult day care center shall maintain records on the age of each enrolled person. In addition, each adult day care center shall maintain 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’’. Finally, each adult day care center shall maintain 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.]**

Let’s learn more about two important definitions cited in these regulations.

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The definition of functionally impaired adults according to the federal regulations 7 CFR 226.2 is a chronically impaired disabled person that is 18 or older. The impairment can be physical or mental, and their independence and ability to complete daily living activities are noticeably limited.

Examples of Activities of Daily Living include

* Cleaning
* Making purchases
* Preparing food
* Caring for appearance and hygiene
* Using public or social services

**Click on the “Need to know” button now to further define what 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.** **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.]**

In your adult day care center, you may have adults under the age of 60 who have experienced a traumatic brain injury or a stroke, for example, or who are developmentally disabled who might meet this definition.

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Let’s also review the definition of group living arrangements, since identifying the adult participant’s living arrangement is a requirement for CACFP.

Group living arrangements are defined as 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.

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The state agency has developed a form that captures the information required by the federal regulations for adult participants participating in CACFP in adult day care facilities. This document collects the required information in one simple form.

The Adult Participant Enrollment/Information form can be downloaded from the NC CACFP website. There is a link to our website in the footer section. Additionally, you may click the paper clip icon along the top of this window for a direct PDF download of the form.

The enrollment document should be completed at the time that the adult is enrolled for care. Before the guardian leaves their adult in your care, you should have the completed enrollment documentation for that adult in your hand.

CACFP enrollment documentation for adult day care participants does not have to be updated annually – an adult participant’s enrollment documentation is effective until the participant withdraws from the program.

Also, keep in mind that a legal guardian may complete the enrollment document for the participant if they are unable to do so.

**Let’s take a closer look at the Adult Participant enrollment/information form from the State agency.**

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We recommend that you complete the institution’s name, facility/ provider name and agreement number along the top before you make copies of this form.

The participant or an adult household member must write the participant’s name and age. They must then check the appropriate boxes to indicate if the participant is 60 years of age or older and if the participant is a functionally impaired adult. The definition of functionally impaired is included on the document.

In the next section of the document, the participant or adult household member must check the boxes regarding residency and group living arrangements. Remember, these are requirements in the federal regulations.

If the participant resides in his or her own home, they would check “yes.” If the participant does not reside in his or her own home, they would need to indicate if they reside in a group living arrangement. Group living arrangement is defined on the form.

If the participant does not reside in his or her own home or in a group living arrangement, they must describe the type of residence. An example would be an adult living in an assisted living facility who does not require 24 hour nursing care. That individual would be eligible to attend an adult day care facility and participate in CACFP.

At the bottom of the document, the participant or adult household member should sign and date the document and provide their address and contact information. A legal guardian may sign the enrollment documentation for a functionally impaired adult.

Once the adult or their guardian has completed their portion of the enrollment documentation, a representative from your institution or sponsored facility should check the document for completeness. When it has been determined that the document is complete, the representative should sign and date at the bottom of the document where it states for institution use only.

If a participant withdraws from the adult day care program, a withdrawal date should be listed. It is highly recommended that you have a second party person review the document for accuracy.

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So let's practice using the CACFP Adult Participant Enrollment/Information Form.

In our first hypothetical scenario we have Joe Black. Joe is a 90 year old man currently residing in his own home. Based on what we have learned so far, what is missing from Joe’s enrollment documentation? Please take a moment to review Joe’s enrollment documentation to determine what is missing. Once you have located the section with the missing information, click where the missing information should be to check your answer.

* Joe’s enrollment documentation is missing the information on his living arrangement. This makes the documentation invalid. Joe’s meals cannot be claimed until the enrollment documentation is returned to the participant and completed.

[Highlight yellow the area with missing information and bring up a modal with the answer]

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This time we have John Smith. He is a 35 year old man with Cerebral Palsy. John is currently living at home with his mother, Mrs. Joanna Smith. According to John’s enrollment documentation, what is missing? Again, Once you have located the section with the missing information, click where the missing information should be to check your answer.

* Because John is under the age of 60, the enrollment documentation must indicate if he is a “functionally impaired adult.” This box needs to be checked for any adult day care participant under the age of 60. As in the previous example, John’s meals cannot be claimed until the enrollment documentation is returned to the participant or their guardian and completed.

[Highlight yellow the area with missing information and bring up a modal with the answer]

You should note that the enrollment document is signed by Joanna Smith, as John Smith was unable to sign the document himself.

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Federal regulations state that all CACFP documents must be maintained on file for 3 years plus the current year. But, be sure to keep adult enrollment documentation for all participants currently enrolled, even if they enrolled more than 3 years prior to current year. For example, if an adult participant enrolled 5 years ago and is still attending the adult day care center, you would need to retain his or her enrollment documentation.

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Does your institution currently have an enrollment policy? It is recommended that institutions have policies and procedures on how they will collect, verify and maintain CACFP enrollment documentation. A CACFP enrollment policy should include the following:

* When the institution will collect enrollment documentation
* Who is responsible for verifying the enrollment documentation
* Where the enrollment documentation will be kept
* How you will retain the records for the required 3 years, plus the current year
* And how you will ensure that enrollment records are kept confidential

Staff should be aware of where these documents are stored and should follow confidentiality policies to keep the documentation secure

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Let’s take a couple minutes to talk about best practices for maintaining enrollment documentation in adult day care centers. Many successful programs keep their CACFP enrollment documentation organized in a binder at the center

Also, consider arranging enrollment documentation alphabetically

When an adult participant withdraws, document the participant withdrawal date on the enrollment documentation. File his/her documentation in the back of the binder.

Before filing your monthly claim, ensure that all enrollment documentation is complete, including the date and signature.

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NC CACFP is required to disclose our federal award information, which is listed under Infant and Infant Care Program, CDFA number 10.558, from the US Department of Agriculture, Food and Nutrition Services Division

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Additionally, we have provided a reminder of the penalties for fraud, which we have enlarged here on this slide.

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The USDA non-discrimination statement is provided for your information.

NC CACFP is an equal opportunity provider

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Questions? Contact your NC CACFP Training Team at [CACFPtraining@dhhs.nc.gov](mailto:CACFPtraining@dhhs.nc.gov)

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