

Child and Adult Care Food Program (CACFP) Definitions of Terms

Administrative Review—a review conducted by the Oklahoma State Department of Education (the State Agency) on a participating institution to assess compliance of the Performance Standards of the CACFP.

Adult Day Care Center—any public or private nonprofit organization or any proprietary Title XIX center (as defined in this section) that (a) is licensed or approved by federal, state, or local authorities to provide nonresidential adult day care services to functionally impaired adults (as defined in this section) or persons aged 60 years or older in a group setting outside their homes on a less than 24-hour basis and (b) provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall offer a structured, comprehensive program that provides a variety of health, social, and related support services to enrolled adult participants through an individual plan of care.

Adult Day Care Facility—a licensed or approved adult day care center under the auspices of a sponsoring organization (SO).

Adult Participant—a person enrolled in an adult day care center who is functionally impaired (as defined in this section) or aged 60 years or older.

Appeal—the fair hearing or review of records provided upon request to (a) an institution who has been given notice by the State Agency of any action or proposed action that will affect its participation or reimbursement under the Program or (b) a day care home that has been given a notice of proposed termination for cause.

Area-Eligible—a provider determined to be a Tier I home based on school or census data.

Area-eligible facility—an institution operating an At-Risk Program that is located in an area served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price meals.

Attendance—an enrolled child who is in attendance at least one day during the month. This child may or may not have participated in a reimbursable meal service.

At-Risk Program—an institution that provides regularly scheduled activities which include an educational or enrichment component after the school day has ended in settings that are structured and supervised for school-age children aged 19 years and under.

Authorized Representative—the individual who signs and accepts responsibility for monthly claims for reimbursement and correspondence from the State Agency.

Blended Rate—the ratio of the number of enrolled participants in an institution in each reimbursement category (free, reduced-price, or not eligible) to the total of enrolled participants in the institution.

Categorical Eligibility—a participant who is automatically eligible to be counted in the free participation data because the family qualifies for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and/or Food Distribution Program on Indian Reservations (FDPIR) benefits. For adult care, this also includes Supplemental Security Income (SSI) and Medicaid in addition to the above.

Census Data—for the purpose of CACFP, a geographical area in which 50 percent of the children residing in the area are members of households whose incomes meet the eligibility guidelines.

Children—(a) persons aged 12 years and under, (b) children of migrant workers aged 15 years or less, and (c) mentally or physically disabled persons, as defined by the state, enrolled in an institution or a child care facility serving a majority of persons aged 18 and under.

Cycle Menu—a menu that meets minimum meal pattern requirements that is established by the institution or facility for a specified number of days.

Economic Unit—a group of related or nonrelated individuals who are not residents of any institution or boarding house but who share housing and/or all significant income and expenses. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

Edit Checks—checks that a sponsor must perform on all facility records to ensure accurate claims. Sponsor must perform the following edits each month: that the facility has been approved to serve the meal types being claimed, that meals are not claimed over license capacity, and that the number of meals claimed does not exceed the number derived by multiplying approved meal types times days of operation times enrollment.

Eligibility—the classification of a CACFP participant in the participation data on the claim for reimbursement. A participant may be classified as free, reduced-price, or not eligible.

Emergency Shelter—a public or private nonprofit organization whose primary purpose is to provide temporary shelter and food service to homeless families with children.

Enrolled Child—a child whose parent or guardian has submitted to an institution/facility a signed document that indicates that the child is enrolled for child care and eats at least one meal a month. All enrolled children must have the opportunity to participate in the CACFP.

Enrollment Form—a form that must be completed annually on every child enrolled. It must include the normal days/hours in care and the normal meals the child will receive.

Expanded Categorical Eligibility—children in Tier II homes participating in or subsidized under any federally or state-supported child care or other benefit program with an income-eligibility limit that does not exceed 185 percent of income guidelines for poverty. Meals served to these children are automatically eligible for Tier I reimbursement. Expanded categorical eligibility does not apply to a provider's classification as a Tier I home or to the eligibility of the provider's own children.

Facility—a family day care home provider, day care center (child or adult), At-Risk Program, emergency shelter, or outside-school-hours care center under a sponsoring organization.

Family Day Care Home—a licensed, organized family day care home (FDCH) provider who cares for nonresidential enrolled children, in a private home, under the auspices of an SO.

Family Household—a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

Federal Fiscal Year—a period of 12 months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year. The CACFP operates on a federal fiscal year.

First Claim Visit—a visit conducted by the State Agency after the institution has been approved to assist the institution in completing its first claim.

Five-Day Reconciliation—a comparison of records for a five-day period that includes a review of enrollment and attendance records to determine the number of participants for each meal service; to compare to meal counts; to determine meal count accuracy; and to, if necessary, determine disallowance, overclaim, or other action.

Focused/Follow-Up Review—an unannounced review conducted after an institution has been declared seriously deficient to ensure that the noncompliance areas found in the Administrative Review (AR) and/or audit have been fully and permanently corrected.

Foster Child Attending a Center—a child who is a ward of the court or welfare agency attending a day care center while the foster parents work. All foster children are categorically eligible and automatically included in the free participation data.

Foster Child Residing With Provider—a child who is ward of the court or welfare agency and has been placed in residence in a provider’s household. The foster child is treated as the provider’s own child. If the foster parent/provider wants to claim his or her foster child, the provider must have an approved Family-Size and Income Application (FSIA) on file and qualify for Tier I reimbursement based on verified income, verified categorical eligibility, school data, or census data, just as he or she would do in claiming any of his or her own children. The foster child is not considered a household of one, but is included as a household member of the foster family.

Foster Child Attending an FDCH—a child who is taken to an FDCH provider while the foster parent works. The foster child is categorically eligible for Tier I rates.

Free—to a participant from a family that meets the income standards for free meals; to a child who is automatically eligible for free meals by virtue of being a part of a household that is a SNAP, TANF, or FDPIR reciprocity; to an adult participant who is automatically eligible for free meals by virtue of being a part of a household that is a SNAP, TANF, or FDPIR reciprocity or is an SSI or Medicaid participant.

Functionally Impaired Adult—chronically impaired disabled persons aged 18 years 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 are 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, 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.

Household Contact—a system developed by the State Agency that will be implemented by the sponsor whenever fraud is suspected and cannot be proved otherwise.

Income-Eligibility Guidelines (IEGs)—the household-size and income levels prescribed annually by the Secretary of Agriculture for determining eligibility for Tier I reimbursement. The Tier I guidelines are 185 percent of the annual poverty guidelines.

Income to the Program—any funds used in a sponsorship’s food service program, including, but not limited to, all monies, other than Program payments, received from other federal, state, intermediate, or local government sources, and other income, including cash donations or grants from organizations or individuals.

Institution—an SO, child care center, outside-school-hours care center, adult day care center, or an area-eligible At-Risk Program that enters into an agreement with the State Agency to assume final administrative and financial responsibility for Program operations.

Key Staff—any individuals with CACFP duties.

Less-Than-Arms-Length Transaction—one under which one party to the transaction is able to control or substantially influence the actions of the other(s). Such transactions include, but are not limited to, those between divisions of an organization; organizations under common control through common officers, directors, or members; and an organization and a director, trustee, officer, key employee of the institution, or immediately family, either directly or through corporations, trusts, or similar arrangements in which a controlling interest is held. All less-than-arms-length transactions require specific prior written approval.

Medicaid Recipient—an adult participant who receives assistance under Title XIX of the Social Security Act, the Grant to States for Medical Assistance Programs—Medicaid.

National Disqualified List—the list maintained by USDA institutions, responsible principles, and responsible individuals disqualified from participation in the Program.

Nonpricing Program—an institution in which there is no separate identifiable charge made for meals served to participants.

Nonprofit Food Service—all food service operations conducted by the institution principally for the benefit of enrolled participants, from which all of the Program reimbursement funds are used solely for the operation or improvement of such food service. The food service operation account of an institution must be in a nonprofit status.

Nonresidential—that individual participants are not maintained in care for more than 24 hours on a regular basis.

Not Eligible—a participant who does not qualify for free or reduced-price meals.

Operating Costs—expenses incurred by an institution in serving meals to participants under the Program and allowed by the institution's approved budget.

Overt Identification—any act that openly identifies children as eligible to receive meals reimbursed at Tier I rates.

Participant—an enrolled child who participates in at least one reimbursable meal service during a month.

Performance Standards—the standards by which the sponsor must comply and operate according to USDA regulations in order to be in compliance.

Principal—any individual who holds a management position within, or is an officer of, an institution, including members of the institution's board of directors. (This includes, but is not limited to, owners, executive directors, chairman of the board, and authorized representatives.)

Program—the Child and Care Food Program (CACFP).

Proprietary Title XX/Title XIX Center—any private, for-profit center (a) providing nonresidential day care services for which it receives compensation from amounts granted to the states under Title XX/Title XIX of the Social Security Act and (b) in which Title XX/Title XIX beneficiaries were not less than 25 percent of enrolled eligible participants or license capacity during the calendar month preceding initial application or reapplication for Program participation or has 25 percent of enrolled participants who are eligible for free or reduced-price meals.

Provider's Own Children—all residential children in the provider's household who are part of the economic unit of the family. A family is a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit. Therefore, a provider's own children include children by birth or adoption, foster children, grandchildren, or housemates' children who are part of the economic unit. Informal extended family situations frequently exist, and all such children should be included in the provider's household. Children whose parents or guardians have made a contractual agreement, either formal or informal, with a provider for residential care, and whose relationship is defined primarily by the child care situation, are not considered the *provider's own*.

Publicly Funded Program—a federal, state, or locally funded program in which the institution or any of its principals have participated (i.e., commodities, Title XX, or Title XIX).

Reduced-Price Eligible—a participant from a family that meets the income standards for reduced-price meals.

Related-Party Transaction—a transaction between the institution and its parent corporation, corporate divisions, subsidiaries, an employee(s), officer(s), agent(s) of the institution or a member of the immediate family, either directly or indirectly, through corporations, trusts, or similar arrangements in which they hold a controlling interest, no matter how represented. All related party transactions are less-than-arms-length transactions.

Responsible Principal or Responsible Individual—(a) a principal, whether compensated or uncompensated, who the State Agency or USDA determines to be responsible for a sponsor’s serious deficiency; (b) any other individual employed by or under contract with a sponsor who the State Agency determines to be responsible for a sponsor’s serious deficiency; or (c) an uncompensated individual who the State Agency or USDA determines to be responsible for a sponsor’s serious deficiency.

Review Averaging—one of the two methods that an SO may use to meet the review requirements for providers.

Review Elements—the minimum content required when reviewing providers; at a minimum, all reviews must include: CACFP meal pattern, licensing or approval; participation in, or attendance at, sponsor training; meal counts; menu and meal records; requirements pertaining to annual enrollment forms; determination whether the home has corrected problems noted on previous reviews; and a five-day reconciliation of meal counts with enrollment and attendance records.

Review Official—the independent and impartial official who conducts a hearing or review of records.

School Data—for the purpose of CACFP, an FDCH that is located in an area served by a school site in which at least 50 percent or more of the students enrolled are certified eligible to receive free or reduced-price school meals.

Seriously Deficient—the status of a sponsor that has been determined to be noncompliant in one or more aspects of its operation of the CACFP.

SNAP List—a list of FDCH’s claiming eligibility for Tier I reimbursement on the basis of the provider’s participation in the Supplemental Nutrition Assistance Program (SNAP). This list must be submitted to the State Agency by April 1 of each year.

SSI Participant—an adult participant who receives assistance under Title XVI of the Social Security Act, the Supplemental Security Income (SSI) for the Aged, Blind, and Disabled Program.

Sponsoring Organization or Multisited Institution—a public or nonprofit organization that is entirely responsible for the administration of the food program in: (a) one or more day care homes; (b) a child care center, outside-school-hours care center, area-eligible At-Risk Program, or adult day care center which is a legally distinct entity from the SO; (c) two or more child care centers, outside-school-hours care centers, or adult day care centers; or (d) any combination of child care centers, adult day care centers, day care homes, and outside-school-hours care centers. The term *sponsoring organization* also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours care centers which are part of the same legal entity as the SO and which are proprietary Title XX or Title XIX centers as defined in this section (*Proprietary Title XX Center, Proprietary Title XIX Center*).

Suspended—the status of an FDCH that is temporarily ineligible for participation (including Program payments).

Termination for Cause—the termination of an FDCH’s Program agreement by the SO due to the FDCH’s violation of the agreement.

Termination for Convenience—termination of an FDCH’s Program agreement by either the SO or the FDCH due to considerations unrelated to either party’s performance of Program responsibilities under the agreement.

Tier I Home (I)—an FDCH provider who qualifies as a Tier I home based on school data, census data, or verified household income.

Tier II-All Higher Home (II-H)—a Tier II FDCH where ***ALL*** children are certified as eligible for the higher reimbursement rate, based on FSIAAs obtained on enrolled children.

Tier II-All Lower Home (II-L)—a Tier II FDCH where ***NONE*** of the children are certified as eligible for the higher reimbursement rate, based on FSIAAs obtained on enrolled children.

Tier II-Mixed Home (II-M)—a Tier II FDCH enrolling at least one child in each reimbursement category (higher and lower).

Title XVI—Title XVI of the Social Security Act that authorizes the Supplemental Security Income for the Aged, Blind, and Disabled Program—SSI.

Title XIX—Title XIX of the Social Security Act that authorized the Grants to States for Medical Assistance Programs—Medicaid.

Title XX—Title XX of the Social Security Act that authorizes the grants to states for child care.

Training Session—required training conducted by the SO to all key SO staff and providers. Minimum required training topics include meal patterns, meal counts, record keeping, claims, and reimbursement process. Training methods that may be used include conference/meeting style, one-on-one, online, or self-paced curriculum. Online and self-paced curriculum must include documentation posttraining test and benchmarks, e-mail confirmation, questions and answers, and sign-in/log-in records.