

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
~~Bureau of Adult Education and Nutrition Programs~~  
Bureau of Health/Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, Connecticut 06457-1543

MEMORANDUM

**NOTE: Obsolete information on this memo is indicated by strikethrough text, e.g., ~~text~~. Revised/new text is highlighted in orange.**

TO: Child and Adult Care Food Program (CACFP) Sponsors – **Adult Centers**

FROM: ~~Maureen B. Staggenborg, Bureau Chief~~  
~~Bureau of Adult Education and Nutrition Programs~~

DATE: December 16, 2003

SUBJECT: Operational Memorandum #07A-04 Meal Service Issue  
**Reimbursement for Meals Provided by Guardian/Household Member for Medical Reasons in the Child and Adult Care Food Program (CACFP)**

The basic premise for all Child Nutrition Programs is to reimburse participating institutions for costs associated with providing wholesome, nutritious meals to enrolled participants. If costs are not incurred, then reimbursement is not paid. However, with specific documentation (~~signed~~ **signed by a recognized medical authority**), the U.S. Department of Agriculture (USDA) allows reimbursement for meals in which a guardian/household member supplies a particular food item for **medical** reasons, if the adult participant receives all of the required CACFP meal pattern components.

In order for reimbursement to be paid, the following steps must be followed by the institution:

- Submit a specific request for approval to the Connecticut State Department of Education (CSDE) ~~Bureau of Adult Education and Nutrition Programs, Community Nutrition Programs unit.~~
- Detail the adult participant's **medical** issue in the letter of request and attach a copy of the signed medical statement.
- Outline the food item to be provided by the guardian/household member with a statement of assurance from the institution that all other menu items will be served by the adult day care facility.

The CSDE ~~Bureau~~, upon receipt and review of the request, will provide written approval for the specific request. Approval must be maintained on file and may only be used for the adult participant for which the request has been granted. Programs must develop policies and procedures to ensure the safety of foods brought from home and served in the adult day care environment.

If there are questions regarding the issue addressed in this memorandum contact ~~Charlene Russell-Tucker at 860-807-2074~~, Susan Boyle at 860-807-2074, **Celia Cordero at 860-807-2076** or Benedict Onye at 860-807-2080. **For more information, see the CSDE's *Accommodating Special Diets in CACFP Adult Day Care Centers*.**