

## Adult Family Care

### AFC

Available under Pathways, Health and Wellness, and TBI

### What is AFC?

AFC is provided in a home to up to 4 individuals at any given time. Individuals live in the home with an **unrelated** caregiver and are provided with socialization, meals, supervision, medication oversight, and hands on assistance with ADLs and IADLs while still maintaining appropriate independence.

Care is provided 24/7; individuals are not to be left alone for any period of time.

### What is needed to provide AFC?

Each home/facility must include the following:

- Privacy
- Safe place that is free of environmental hazards (such as pests or fall risks)
- Habitable environment
- Comfortable surroundings
- Opportunity to modify one's living area to suit preferences

Provider/Owner/Caregiver **cannot** be related to the individual being provided services. This includes parent/child relationship, spouses, POAs, health care representatives, and legal guardians.

*Please note that this service requires an application fee for the IHCP enrollment process. For more information: [Provider Enrollment Application Fee Site](#).*

- *If paying the application fee will cause a financial hardship to you or your business, you may request an application fee waiver. To support your request for an application fee waiver, you should submit the following:*
- *Copies of bank statements, cash flow statements, tax returns or any other documentation demonstrating the financial status of your business*
- *Copies of any other outcomes of measures used to raise the application fee, such as bank loan requests, credit card withdrawals, or assistance from family or friends.*

### How to apply for AFC?

Prepare the following documents:

*\*Will require on site visit to verify compliance with the settings rule*

#### Documents to Gather

- W-9 Tax Form/EIN
- Background Check (for owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter

#### Operations Manual

- Personnel Policies
- Job Descriptions

- Job Performance Evaluation Policy
- Employee's Rights and Responsibilities
- HIPAA Compliance Policy
- File Retention Policy
- Transfer of Information Policy
- Back Up plan
- Organizational Chart
- Quality Assurance/Quality Improvement Policy
- Incident Reporting Policy

## Resources

- [HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Settings Rule](#)