

Change of Operator – Adult Day Care Program Flow Chart

Become Familiar with the ADC Rules, Regulations, and Program Manual

Licensure Requirements | Missouri Department of Health and Senior Services

Identify a licensed ADC program that you would like to take over operation of. Review the ADC's last inspection results to determine current regulatory status of the program. Establish your legal right to the premises by entering into a lease agreement with landlord or purchasing the land/building.

For questions related to compliance, Contact the Licensure and Certification Unit for information, links, and contact information.

Telephone: 573-526-8508

Email: LTCApplication@health.mo.gov

Contact City and County authorities to determine local codes, ordinances, and requirements for operating an ADC program. Begin the process to get approval from these entities.

Develop your ADC Program and determine types of services to be provided. Develop policies/procedures, determine any outside sources you want and enter into contracts (e.g. food vendors, physical therapy, nursing, etc.)

Apply for a License to Operate an Adult Day Care Program

If the operator is not a sole proprietor, first set up your operating entity. For example, this can be a limited liability company, a non-profit corporation, or a partnership.

File the entity name with the Missouri Secretary of State at: [Business Services - Missouri Secretary of State](#)

File the facility name with the Missouri Secretary of State at: [Missouri Business Filings](#)

Print and fill out: [Application for License to Operate an Adult Day Care Program form](#)

This application and its attachments should be submitted at least 60 days in advance of when the ADC will be ready for inspection.

If the program will be providing specialized services to persons with Alzheimer's, also submit [Alzheimer's Special Care Services Disclosure](#) along with a copy of the Alzheimer's program brochure.

Ensure the floor plan of your program location is legible and includes all rooms, emergency exits, fire alarms, fire extinguishers, toilets and sinks, mechanical rooms, quiet rooms, cooking space, and offices. **Do not change the layout of the ADC program without prior approval.**

ADC wants to be a provider for ADC or Aged/Disable Waiver Services

Establish a National Provider Identifier number: [National Plan and Provider Enumeration System \(NPPES\)](#)

Review Medicaid enrollment process and complete the enrollment package: [MMAC Provider Enrollment](#)

Questions, contact Missouri Medicaid Audit and Compliance (MMAC):

Email: MMAC.IHSCONTRACTS@DSS.MO.GOV

Telephone: (573) 751-3399

Child and Adult Care Food Program (CACFP)

CACFP provides meal reimbursement to eligible adult day care centers. To determine if your center is eligible and/or to apply, review the following information:

[Child & Adult Care Food Program](#)

Questions, contact the Community Food and Nutrition Assistance program:

Email: CACFP@health.mo.gov

Telephone: (573) 751-6269 or
(toll-free) (800) 733-6251

Client Eligibility for Medicaid Funding

To determine a client's Medicaid Eligibility, contact your local Family Support Division office:

[Find an Office | Missouri Department of Social Services](#)

Client Eligibility for ADC or Aged Disabled Waiver services

To schedule client assessments for Home and Community Based Services, including ADC services:

HCBS Call Center:
(866) 835-3505