

**PSA 30 AREA AGENCY ON AGING
SENIOR MEALS PROGRAM REQUIREMENTS**

I. SERVICE DESCRIPTION

A Congregate Meal Service is a nutrition program that provides nutritionally balanced meals that meet one-third of the daily Recommended Dietary Allowance (RDA), as set by the National Research Council (NRC) for this age group and the Dietary Guidelines for Americans (Published by the Secretaries of the Department of Health and Human Services and USDA). Refer Title 22 1.8 regulations for exact requirements.

Note: New nutrient references values have been developed called the Dietary Reference Intakes (DRIs) and as of July 2007 the California Department of Aging requires menu planning for “target Nutrients” meet the new DRI standard. The California Food Code supersedes the California Uniform Retail Food Facility Law (CURFFL).

II. SERVICE GOAL

The goal of the Congregate Meal Service is to provide a nutritious meal to improve or maintain nutritional status, promote socialization, and maintain the independence of the individual.

III. SERVICE UNIT

The unit of service for Congregate Meal Service is one complete meal provided to one eligible participant. A complete meal is one that meets or exceeds one-third of the Recommended Dietary Allowance, as defined by Title 22 regulations, the California Elderly Nutrition Program (ENP) Menu Standards, and the PSA 30 Senior Meal Program requirements.

IV. SERVICE AREA

Services shall be available countywide to eligible persons or as otherwise contracted by the Area Agency on Aging. Providers must obtain the approval of Area Agency on Aging (AAA) prior to opening a new site or closing any existing congregate site location. Prior approval must also be obtained if there is a deviation of the traditional Monday through Friday lunchtime meal service schedule, days or times.

V. LOCATION OF SERVICE DELIVERY

The congregate meals are served in nutrition sites, which may be located in senior centers, churches, community centers, and other public and private facilities under the supervision of the congregate meals provider, as approved by the Area Agency on Aging.

VI. SERVICE ELIGIBILITY

Congregate nutrition services shall be available to persons 60 years of age or older and their spouses (regardless of the age of spouse); the age-eligible participant must be a registered participant of the program. Registration includes completing the "Intake Form" and entering the required data into the SAMS database on-line through the Aging Network. The services may also be made available to handicapped or disabled persons under 60 years of age who reside in housing facilities where congregate meals are served and which are primarily occupied by elderly persons or reside at home with and accompany older individuals who are eligible. Refer to "Eligible individuals" as defined in Title 22. Note: All staff and guests under age 60 are allowed to participate in meal program, but are required to pay the full cost of the meal.

VII. DESCRIPTION OF SERVICES

1. Listing of Components

The Congregate Meal Program is designed to provide low-cost, nutritious meals, and other nutrition services, including outreach, and quarterly nutrition education, to congregate meal site participants. Meals may be hot or cold.

2. Prohibited Service Components

Congregate Meal Service may not:

- * Include supportive services other than outreach, referrals, and nutrition education.
- * Be denied to eligible persons because of his/her inability or failure to contribute to the cost of meals.

VIII. SERVICE STANDARDS

Congregate Meal Sites must meet or exceed the following standards:

- * Have adequate office/desk space and telephone for the use of the site manager.
- * Have appropriate utilities and custodial service.
- * Have adequate volunteers to assist with the meal service.
- * Provide a clear, convenient entrance to the building and have a visible sign designating it as a congregate site.

* Have adequate staff meetings and training to meet the Title 22 training and In-services requirements.

* Have "Non-Smoking" Policy during meal service in compliance with State laws.

* Post a monthly menu and notify the participants in advance whenever possible of any menu-changes.

* Participants must be provided with information on how needed services (e.g. Medicare, Medi-Cal, SSI, transportation, housing, etc.) may be obtained and must be provided assistance in gaining access to those services. Note: Having the "Senior & Caregiver" Information directory available at the site meets this requirement.

NUTRITION EDUCATION

Projects must provide nutrition education to participants once every quarter. Topics should be determined with participant input. All nutrition education materials/presentations must be pre-approved by a Registered Dietitian. An annual schedule for Nutrition Education, site monitoring, and staff In-services must be submitted to the AAA Nutritionist within the first quarter of each fiscal year. Nutrition education materials may be distributed by the Dietitian and designated program staff during the scheduled site inspections. Site managers may distribute the education materials themselves after attending an in-service training from the Registered Dietitian on the same subject.

POLICIES AND PROCEDURES

The manual should address all AAA/CDA policies and procedures, Title 22 regulations, and terms of the contract agreement.

* Providers must establish a procedure for their meal service; which includes at minimum: Registration, age verification of the participant, reports of suspected food borne illness, food temperature monitoring, storage, dishwashing, and first aid procedures.

* Providers must also develop clear written policies for use by its sites regarding contributions. These policies should address, at a minimum, the use of suggested contribution schedules, contribution policies for staff/guest, and provisions for protecting the confidentiality of individual client contribution amounts.

* Specific written guidelines and procedures must be developed for the collection of donations, the handling of donations, the counting of donations and the depositing of donations.

DATA COLLECTION

- * Provider must complete a NAPIS intake form for every meal participant.
 - * Provider must collect and report the required NAPIS data and enter the information into the SAMS database as directed by the AAA.
 - * Information on the NAPIS intake form must be updated annually.
 - * All eligible meal participants must complete the Nutrition Screening, as part of the NAPIS form. Clients identified as "high-risk" may be evaluated by the nutritionist/ Registered Dietitian (especially those that report unplanned weight change or follow a special diet).
- Note: Congregate participants need not complete the ADL/IADL part of the NAPIS "Intake".

MENUS

- * A Registered Dietitian must approve the cycle menu to ensure each meal meets one third of the RDA, the California (ENP) Menu Standards Dietary Reference Intakes (DRI), and the Senior Meals Program Requirements developed by the PSA 30. Menus and analysis must be signed by a Registered Dietitian, and submitted to the AAA for approval at least two weeks prior to the start of the first meal service.
- * A minimum of a 4-week cycle menu is required.
- * The daily menu component pattern from the California Elderly Nutrition Program (ENP) must be utilized for menu analysis.
- * Changes to the cycle menu must be recorded, and kept on file for review. (Menu change form available)
- * All meals must be analyzed prior to consumption. All ready to serve (pre-made) item ingredient /nutrient labels and recipe modifications must be kept on file and checked for accuracy by the provider Dietitian or AAA Nutritionist at least annually.
- * As evidence of good cost control, the meal service provider(s) are expected to have food cost calculated per menu items and per meal.

SITE GUIDELINES

- * Participants, family members, and/or caregivers must be given the opportunity to make voluntary contributions to help defray the cost of the meal service.
- * Excess food may not be saved and re-combined into meals served to clients. The packaging and taking home of leftovers is to be discouraged. Participants must be notified that to do so may be unsafe and is “at their own risk”.
- * Congregate meal sites must meet the criteria established by the Division of Services for Aging and Adults with Physical Disabilities:
 - * The site must meet the minimum standard of the State and local government Building, Fire and Environmental Services Regulations.
 - * The site must have a pleasant environment, adequate lighting, and pleasing décor.
 - * The site must be available for a minimum of four (4) hours daily. The AAA may allow exceptions which must be requested in writing before altering meal service schedule.
 - * All Congregate sites must have a Site Manager, paid, volunteer, or in-kind. This person is responsible for site operations relating to the nutrition program. Sites serving < 12 meals should have a volunteer Site Manager, as a paid position for so few meals may not be cost effective.
 - * All site staff (paid and volunteer) must be fully trained and meet all of the State, Federal, and local standards for food service personnel.
 - * Personnel and volunteers associated with the Congregate Meal Service should be trained in the most recent practices for safe food handling as well as fire safety, and basic first aid, particularly in dealing with choking and CPR.

IX. SERVICE AND CLIENT PRIORITIES

In determining the need for Congregate Meal Services, priority must be given and outreach targeted to low-income, minority persons.

X. STAFFING REQUIREMENTS

Each provider must have on-staff a full time Project Director who will be responsible for the overall daily operation of the Nutrition Program. The Project Director must have a minimum of an Associate’s Degree in Foodservice and/or Nutrition and two (2) years of experience managing a food/nutrition related program. (See Title 22 Standards).

Responsibilities include supervision of staff, ensuring compliance to Title 22 regulations, and AAA contract requirements.

If the provider is directly responsible for the production of the meals, a full-time person should be in charge of directing, monitoring and supervising the food service production and staff. This person should be qualified by education and experience. Educational requirements include a degree in Foods and Nutrition, Food Service or Hotel and Restaurant Management, or a minimum of two (2) years experience in managing food service production.

Each provider must have services of a Registered Dietitian available to the program. The provider Registered Dietitian must have a written job description or “Scope of work” as part of their contract/employment agreement that ensures compliance with Title 22 requirements. The Provider Dietitian may be contracted directly with the AAA. However, the AAA Nutritionist, or other R.D. will conduct the annual monitoring of the program, if the provider and AAA Nutritionist are one in the same.

Food Service Staff should be trained in and adhere to the most recent specifications for food safety, including safe temperatures for storing, cooking, holding, and serving food. Site Managers must maintain a current “serv-safe” certification or equivalent.

Each Nutrition site shall be inspected every four months to ensure compliance with title 22 regulations. The Provider Dietitian or other AAA approved, qualified staff, will conduct site inspections for each congregate site. All site inspections are to be reviewed by the provider RD and copies provided to the AAA Dietitian.

XI. TYPE OF CONTRACT AND REPORTING REQUIREMENTS

Unit cost reimbursement on a per meal basis as reported through the SAMS database.

All approved budget revenue and actual expenditures including In-Kind, Project Income, and Local Cash must be documented for reporting purposes to AAA as outlined in the budget/fiscal reporting forms.

Monthly meal count and required fiscal reports are due within fifteen (15) days of the following month.

A written response to the annual monitoring report is due within 60 days of receipt of the monitoring report. Frequent late reports will be a consideration during contract renewals and during the Request for Proposal (RFP) process.

Refer to formal AAA/Stanslaus County contract for specific terms.

XII. BILLING PROCEDURES

The provider will submit monthly invoices/ meal counts to the AAA. The provider will be paid on a per meal reimbursement basis to the maximum amount as agreed upon in the contract.

XIII. OTHER MENU REQUIREMENTS

(May meet or exceed CDA menu standards)

1. Meat and meat substitutes: ≥ 3 ounces (≥ 18 grams of protein) of edible meat or meat substitute must be included in the meal. 2.5 ounces minimum allowable for casserole dishes.

* Whole or sliced meat must be offered at least twice per week versus ground or chopped form.

* Meat substitutes may include cheese, eggs, cottage cheese, peanut butter, cooked beans/lentils and soy products.

* Protein sources (Meat and meat substitutes listed above) may be combined to meet the three (3) ounce requirement.

* The use of low-fat and fat-free products is encouraged, in order to control the total fat content of the meal.

* The use of low-sodium products is also encouraged, in order to control the total sodium content of the meal.

* The use of whole grain foods is encouraged, in order to increase the fiber content of the meal.

2. Milk: a minimum of one (1) serving must be included in the meal. One (1) serving is 8 fluid ounces of milk (1% or 2% milk)

* The use of non-fat or low-fat products is encouraged, in order to control the total fat content of the meal.

3. Fruit and /or vegetables: a minimum of two (2) servings must be included in the meal. A serving is defined as $\geq 1/2$ cup of fruit or vegetable or $\geq 1/2$ cup of 100% fruit or vegetable juice. Leafy greens (salads) = 1 cup.

* Potato is counted as a vegetable.

* A Vitamin A-rich food sources must be served at least three (3) times per week, to maintain a weekly average of 250 IU Vitamin A.

* A Vitamin C-rich food must be served daily meeting $1/3$ of the DRI or 25 mg.

4. Fortified margarine or butter: one (1) teaspoon may be included in the meal.

* The margarine or butter can be use in preparation of the meal.

* One (1) teaspoon mayonnaise, cream cheese, or salad dressing may be substituted. The use of low-fat products is recommended.

5. Dessert: one dessert food must be included with the meal. Limit sweets serving fruit for dessert frequently. Fruit must be served as the dessert a minimum of three (3) times

per week. The use of fresh fruit or canned fruit “in its own juice” is encouraged. A minimum serving size of $\geq 1/2$ cup of pudding, gelatin, fruit or fruit dessert is required. Other dessert items can be portioned by the agency, considering client preferences and commonly acceptable serving sizes.

NUTRIENT GUIDELINES

All meals qualifying for reimbursement must provide one third of the RDA, the California (ENP) Menu Standards Dietary Reference Intakes (DRI), and the Senior Meals Program Requirements Food Standards developed by the AAA.

FOOD STANDARDS

A. All foods used shall be in conformance with the CDA Elderly Nutrition guidelines for menu planning and the following specifications:

The grade minimums recommended for food items are as follows:

1. Meat - Only those meats or meat products which are slaughtered, processed and manufactured in plants participating in the U.S. Department of Agriculture inspection program can be used. Meats and meat products must bear the appropriate inspection seals and be sound, sanitary and free of objectionable odors or signs of deterioration upon delivery. Meats shall be of Choice Grade or better.
2. Poultry and Seafood - When served as whole pieces, poultry and seafood shall be U.S. Grade A.
3. Eggs - U.S. Grade A, all eggs must be free from cracks. Dried, liquid or frozen eggs shall be pasteurized.
4. Meat extenders - Soy protein added to extend meat products shall not extend 15% of net weight of the meat used and shall be used only when acceptable product results.
5. Fresh Fruits and Vegetables - Shall be of good quality (USDA #1) relatively free of bruises and defects.
6. Canned and Frozen Fruits and Vegetables - Grade A used in all menu items, including combination dishes, i.e., gelatins, and soufflés. Fruit in its “own juice” versus in syrup is preferred.
7. Dairy Products - USDA Grade A Homogenized milk (1%, or 2%), all fortified with Vitamin A and D shall be offered.

B. Only commercially preserved foods may be used (No home canned foods).

C. Food, at all times, shall be prepared in a means that would maximize its palatability and appearance and maintain its nutritional value. Holding time for hot foods shall not exceed four hours, from the end of production to the start of the meal service.

D. Minimum portions (cooked weights or edible portions)

1. Roast meats, boneless chops, steaks, boneless turkey and cutlets - 3 oz.
2. Bone in chops, breaded meats or seafood - 4 oz.
3. Chicken with bone - 5 oz.
4. Chopped steaks, meatloaf - 3 oz.
5. Eggs - 1 large egg is equivalent to 1 oz. of protein requirement.
6. Dried beans, peas, lentils - 1/2 cup equal to 1 oz. of protein requirements (must be used in combination with whole grain products, egg, cheese, or meat product).
7. Soup used as a vegetable must contain a minimum of 4 oz. of vegetables (drained weight).
8. Gelatin salad used as a fruit and/or vegetable requirements must be enriched with Vitamin C.
9. Instant mashed potatoes utilized for the vegetable requirements must be enriched with Vitamin C.
10. All grain products used must be enriched.