

**PSA 30 AREA AGENCY ON AGING
ELDERLY NUTRITION PROGRAM REQUIREMENTS
(CONGREGATE & HOME DELIVERED MEALS)**

SERVICE AND CLIENT PRIORITIES

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

STAFFING REQUIREMENTS

The provider is directly responsible for the production of the meals and must meet the following staffing requirements: “ The nutrition services provider shall have a manager on staff who shall conduct the day-to-day management and administrative functions of the Elderly Nutrition Program, and either have (1), (2), or (3):

- (1) Possess an associate degree in institutional food service management, or a closely related field, such as, but not limited to, restaurant management, plus two (2) years experience as a food service supervisor, or,
 - (2) Demonstrate experience in food service, such as, but not limited to, cooking at a restaurant, and within twelve (12) months of hire successfully complete a minimum of twenty (20) hours specifically related to food service management, business administration, or personnel management at a college level. Prior to completion of meeting the hours, this individual's performance shall be evaluated through quarterly monitoring by a registered dietitian, or,
 - (3) Two years experience managing food services. Such experience shall be verified and approved by a registered dietitian prior to hire.
- (b) Personnel. There shall be, at a minimum, a manager as required in (a) above, and a paid staff or volunteer as required in subsection 7638.1(b)(1)” (for Congregate and or Home Delivered meals).

Each provider must have services of a Registered Dietitian available to the program. The 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. Currently the Dietitian is provided by the AAA. The AAA Nutritionist, or other R.D. will review and approve the monthly menus and conduct the annual monitoring of the program.

Food Service Staff must 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.

TYPE OF CONTRACT AND REPORTING REQUIREMENTS

Unit cost reimbursement on a per meal basis as reported monthly through the Harmony for Aging 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.

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.

MENUS

* A Registered Dietitian must approve the cycle menu to ensure each meal meets, the California Department of Aging Menu Planning Guidance, Title 22 and the AAA Senior Meals Program Requirements developed by 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 form 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.

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. Note: 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 233 μg RAE.

* 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 Title III-C Menu Planning Guidance 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.
- Updated January 2013

PSA 30 AREA AGENCY ON AGING CONGREGATE MEALS PROGRAM REQUIREMENTS

CONGREGATE SERVICE DESCRIPTION

The Elderly Nutrition Program (ENP) Congregate Meal Program is a nutrition program that provides nutritionally balanced meals and must comply with the most recent Dietary Guidelines for Americans (DGAs) and the Dietary Reference Intakes (DRIs) for the elderly population. The intent is to ensure that the ENP sustain and improve participant health through the provision of safe and nutritious meals. Each meal must provide a minimum of 33 1/3 percent of the DRIs per meal and meet the requirements of: Title 22 Division 1.8 Elderly Nutrition Program, the California Department Menu Planning Guidance, and PSA 30 Senior Meals Program Policy & Procedures and Menu Requirements.

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.

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. The meal service must be available all weekdays and at minimum three days per week at any one site.

LOCATION OF SERVICE DELIVERY SITES

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.

ELIGIBILITY

Congregate nutrition services shall be available to persons 60 years of age or older. Their spouse (regardless of age) or a disabled adult that resides with the eligible participant, would also be eligible. Registration includes completing the “Intake Form” and entering the required data into the Harmony for Aging web based database. 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 as determined by the service provider.

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.

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 /SITE INSPECTIONS

*Nutrition education to participants once every quarter. Topics should be determined with participant input based on annual survey. All nutrition education materials/presentations must be provided quarterly and pre-approved by the AAA/Registered Dietitian.

Verification of the distribution date and topic of the education must be kept on file available for review upon request of the AAA.

*Site inspections must be conducted quarterly by the AAA/Registered Dietitian (form provided). An annual schedule for Nutrition Education and site monitoring, must be developed and implemented within 30 days of the start of the annual contract.

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 or volunteer. 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.

* Paid and volunteer staff 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.

POLICIES AND PROCEDURES

The provider must develop a detailed policy and procedure manual. 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, counting, and the depositing of donations.

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