

PROGRAM INSTRUCTION

NEW YORK STATE OFFICE FOR THE AGING
Bldg. 2, Empire State Plaza, Albany, NY 12223-0001

No: 90-PI-26

Date: 5/17/90

Programs Affected:

III-B III-C-1 III-C-2 III-D
 SNAP CSE ELSEP EPIC
 RPE HEAP OTHER: USDA

TO: AREA AGENCY ON AGING DIRECTORS
 NUTRITION PROJECT DIRECTORS

Subject: Revised Nutrition Program
Standards

Contact Person(s) - Phone Number(s)

Nutrition Units -212-804-1676
518-474-3585

Response Due Date:

For Your Information:

CONSULTING NUTRITIONISTS

PI Superseded by this document:

86-PI-15

1. PURPOSE

The purpose of this Program Instruction is to transmit revised standards for nutrition services.

2. BACKGROUND

Nutrition Program Standards were developed and distributed in March, 1986. Since that time a number of regulatory and programmatic changes have occurred. Many of these changes have been addressed through the issuance of SOA Program Instructions. These revised and updated standards reflect current regulations based on the Older Americans Act, SNAP, USDA and other SOA requirements.

Other administrative and operational standards were added to clarify Area Agency and project responsibilities identified during SOA assessments of Area Agencies and the standards were re-ordered for convenience and clarity.

3. ACTION

Area Agencies on Aging are responsible for ensuring compliance with these standards for programs and services funded by the Older Americans Act, Title III-C-1 and III-C-2, the Supplemental Nutrition Assistance Program, Community Services for the Elderly Nutrition Services and other AAA supported meal programs which receive USDA reimbursement e.g. "private meals on wheels", and Long Term Home Health Care meals.

These standards are effective beginning July 1, 1990. It is expected that most if not all of the requirements set forth in these standards are already in practice since they have been addressed during AAA assessments by SOA or through previously issued Program Instructions as well as Information and Technical Assistance Memoranda.

An annotated reference to these standards was prepared which notes each standard as; new or original, a modification of an existing standard (from 86-PI-15) or, if it originated from an existing Program Instruction or other document.

If there are any questions concerning compliance with specific standards, contact the Nutrition Unit at the State Office for the Aging.

Area Agencies should ensure that all nutrition providers are informed of the content of these standards.

NUTRITION PROGRAM STANDARDS

May 1990

NEW YORK STATE OFFICE FOR THE AGING

Mario M. Cuomo, Governor

Jane G. Gould, Director

2 Empire State Plaza
Albany, NY 12223-0001

NUTRITION PROGRAM STANDARDS
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NUTRITION PROGRAM STANDARDS

I. PROGRAM MANAGEMENT

A. General Policy

The Area Agency on Aging shall ensure that:

1. Providers comply with all applicable federal, state and local laws (including Titles VI and VII of the Civil Rights Act of 1964, the Rehabilitation Act, the Equal Pay Act, the Age Discrimination in Employment Act, and the New York State Human Rights Law, Governor's Executive Orders 16 [Prevention of Sexual Harassment] and 21 [Minority Business Enterprises]), Program Instructions, regulations and standards.

2. Nutrition service providers have written policies and procedures covering all aspects of the program including:

- a. An organizational chart
- b. Personnel policies
- c. Job descriptions-specifying qualifications, experience and appropriate training
- d. Orientation and training
- e. Contributions
- f. Food service management, sanitation and delivery
- g. Program monitoring and assessment
- h. Record keeping
- i. Reporting
- j. Participant eligibility
- k. Safety, including preventive and emergency procedures (fire, weather, and illness)
- l. Food and equipment security
- m. Participant input on service design
- n. Special/therapeutic diets
- o. Provision of nutrition education and counseling

B. Monitoring and Assessment

The Area Agency on Aging shall ensure that:

1. Written plans for the monitoring and assessment of subcontracted and directly provided services and for the provision of technical assistance are implemented. Monitoring, assessment and technical assistance activities are documented.

2. Scheduled monitoring of nutrition services is conducted by qualified staff.

3. The monitoring and assessment system provides a qualitative and quantitative measure of provider performance and includes:

- a. Units of service
- b. Program expenditures
- c. Quality and safety of meals and other services
- d. Participants comments and evaluations

C. Contributions

The Area Agency on Aging shall ensure that:

1. Each nutrition service provider shall implement contribution policies and procedures consistent with 84-PI-6 and 86-TAM-8, including:

- a. Participants receive information on the use of contributions.
- b. The opportunity for individuals to make a contribution for nutrition services received.
- c. Contributions for meals are confidential and voluntary and individuals are free to choose the amount they wish to contribute.
- d. Any contribution made will be used to expand the program.
- e. No one will be denied the service because of their inability to contribute.

D. Insurance

The Area Agency on Aging shall ensure that:

1. Each nutrition provider shall be covered by the following insurance where applicable and feasible:

- a. Facility insurance
- b. Vehicle insurance
- c. Workman's compensation
- d. Unemployment
- e. Products liability
- f. Personal liability, including volunteers
- g. Bonding

E. Site Agreement

The Area Agency on Aging shall ensure that:

1. There are written site agreements between the provider and all sites serving meals. The site agreements must address as appropriate:

- a. Agreement on utility/rent payment
- b. Specific areas and square footage
- c. Hours opened, days opened, days closed, and seasonal variations
- d. Responsibility for care and maintenance of the facility
 - o Sanitation of restrooms and common areas
 - o Cleaning range hoods, fans, furnace vents, etc.
 - o Snow removal on walks
- e. Responsibility for fire inspections
- f. Obtaining Health Department permits
- g. Insurance coverage for items owned by the project
- h. Personnel liability insurance
- i. Compliance with all federal, state and local laws
- j. Security for site equipment and food
- k. Responsibility for replacement of equipment

F. Contracting

The Area Agency on Aging shall ensure that:

1. All contracts are written according to Federal, State and local standards, e.g., State Sanitary Code, SOA Standard Assurances.

2. All contracts specifically delineate as appropriate:

- a. Service locations
- b. Type of services and units of service to be provided
- c. Proposed service costs
- d. Client eligibility and targeted populations to be served
- e. The respective authorities and responsibilities of the AAA and the contractor, e.g., maintenance of facility, cancellation clause, hiring staff
- f. Reporting requirements
- g. Program monitoring and assessments
- h. Contribution policies and procedures
- i. Insurance, licensing requirements
- j. Staff qualifications and requirements

3. All contracts allow for the monitoring and assessment of the contractor by AAA, Federal, State and local officials.

G. Staffing Requirements

The Area Agency on Aging shall ensure that:

1. Preference is given to persons age sixty or over in the hiring for all staff positions, when other qualifications are equal.

2. There shall be an individual on each AAA staff who is designated as responsible for nutrition program oversight and/or operation. This person must be a full-time employee meeting qualifications such as those established by Civil Service and may be assigned other duties.

3. There shall be AAA staff qualified and designated to monitor program operations and to provide technical assistance to providers.

4. The services of a registered or registration eligible dietitian are utilized for an adequate amount of time to perform nutrition related responsibilities as determined in consultation with SOA nutritionists.

- a. A minimum of 12 hours per week is required for SNAP and IIIC services
- b. Paid, volunteer and in-kind consulting dietitians have a written agreement which specifies hours of consultation and responsibilities.

5. An individual knowledgeable in food handling, production and service supervises and trains food production staff.

6. Each provider has a sufficient number of trained food production staff to meet service needs.

7. Each site must have an individual designated as responsible for its operation and when appropriate home delivered meal services.

8. Each provider must conduct orientation and training at least quarterly for staff and volunteers. Training plans, schedules and attendance must be documented.

H. Record Retention (Refer to 84-PI-56)

The Area Agency on Aging shall ensure that:

1. Each nutrition service provider will keep the following records for one year after the ending date of the program period:

- a. Food temperatures; congregate and HDM
- b. Site, kitchen and route assessment reports
- c. Health Department inspection reports
- d. AAA assessments of subcontracted nutrition providers
- e. Nutrition education programs, - surveys and units of service
- f. Nutrition counseling client: files and units of service
- g. Menus as served and nutrient analysis
- h. Food cost and inventory records and production sheets
- i. Participant surveys and evaluation
- j. Physician diet prescriptions

2. Each nutrition service provider will keep the following records for six years after the ending date of the program period:

- a. Congregate participant registration
- b. HDM eligibility assessments and reassessments
- c. Participant staff and volunteer meal service records e.g., sign-in sheets
- d. Contribution collection and deposit records
- e. All income and expense records
- f. Contract, budget and payroll/timesheet documents

II. PARTICIPANT ELIGIBILITY

A. Congregate Meals

The Area Agency on Aging shall ensure that:

1. Participants of the congregate program are 60 years of age or older or the spouse of an eligible individual regardless of age.

2. Congregate meals may be available to handicapped or disabled persons under 60 years of age who reside in a housing facility occupied primarily by the elderly where congregate meals are served (Refer to 83-PI-IIIC-1).

3. Non-elderly disabled individuals who reside in a non-institutional household with and accompany a person eligible for congregate meals shall be provided a meal on the same basis that meals are provided to volunteers (Refer to 89-PI-3).

4. Participants are registered and the following information is obtained: Name, address, phone numbers, emergency contact, physician, major chronic conditions, birthdate, proof of age or signed declaration of age, diet, and, for referral and reporting purposes, income and ethnic status.

5. Volunteers under age 60 who provide congregate or home delivered meal services during meal time are eligible to receive a meal and may voluntarily contribute to its cost. (Refer to 75-PI-VII-33)

B. Home Delivered Meals

The Area Agency on Aging shall ensure that:

1. Persons age 60 and over are eligible to receive home delivered meals if they are homebound and incapacitated due to accident, illness or frailty; lack of support of family, friends or neighbors; and are unable to prepare meals because of lack of facilities such as refrigeration, stove, etc., inability to shop and cook for self, inability to safely prepare meals or lack of knowledge and skills.

2. The spouse of the homebound person, regardless of age or condition, is eligible to receive home delivered meals when the provision of a meal to the spouse is in the best interest of the homebound person.

3. Non-elderly disabled individuals who reside in a non-institutional household with a person eligible to receive home delivered meals may also receive this service when the provision of the meal to the non-elderly disabled individual is in the best interest of the homebound elderly person (Refer to 89-PI-3).

4. A standardized client assessment consistent with SOA guidelines (87-TAM-5 and 81-PI-IIIC-11) must be completed prior to or within ten days of initiating service. If the assessment is not completed prior to service, the following intake information must be noted and on file: name, address, phone, emergency contact, physician, major chronic conditions, birthdate, diet, description of need and for reporting and referral purposes income and ethnic status.

5. Client assessments are done by trained personnel.

6. With the consent of the client or his/her representative, appropriate referrals are made when other services are identified, e.g., nutrition counseling.

7. Adequate follow up and periodic reassessment at a minimum of every six months is completed and documented for all participants.

III. MEAL SERVICE AND DELIVERY

A. Congregate Meals Program Accessibility

The Area Agency on Aging shall ensure that:

1. The nutrition program provides maximum accessibility to older persons in greatest social or economic need with particular attention to low income minority individuals.

2. All sites opened after May 1, 1986 must be located in an area that is easily accessible to the target population and free of architectural barriers which will limit equal participation by disabled older persons (Refer to Section 504 of the Rehabilitation Act).

3. To the maximum extent possible, sites are open at least five days a week in recognition of the greater impact on the nutritional status of participants.

4. All sites are open at least one hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact, and take advantage of other services at the site.

5. To the maximum extent possible there is space available for supportive, educational and/or recreational services and activities.

B. Home Delivered Meals Program Accessibility

The Area Agency on Aging shall ensure that:

1. Home delivered meal services are available in the planning and service area five or more days a week.

a. Such meals may be hot, cold, frozen, dried, canned or supplemental foods (with a satisfactory shelf life).

C. Provision of Meals

The Area Agency on Aging shall ensure that:

1. Procedures are in place that ensure that eligible participants are given priority for meals over all guests and staff under sixty.

2. Meal charges for guests and staff (other than food production staff) under sixty are based on actual food and disposables cost or caterers' charge per meal.

3. There is a written policy concerning the provision of meals and any charges to food production staff under sixty.

4. There are written agreements concerning the reimbursement of meal cost by a residential care or other community based service provider if appropriate. (Refer to 89-PI-7.)

D. Meal Service

The Area Agency on Aging shall ensure that:

1. Efforts are made to conserve the nutritive value, flavor and appearance of foods at all stages of food preparation, delivery and service with particular attention made to minimize the holding time of hot foods. There shall be no more than two hours between the time of completion of cooking and the beginning of serving for foods which need to be held at a temperature above 140 degrees F. For home delivered meals, this applies to the last meal served on the route.

2. Foods are portioned for service as indicated on approved menus.

3. Meals served are palatable, attractive, and satisfying based on participant comments and appropriate staff evaluations.

4. There are written procedures for the provision of appropriate food containers and utensils for the visually impaired and disabled.

5. There are written procedures concerning the provision of food and/or meals in weather related or other emergencies or disasters.

6. There are written policies and procedures concerning the cancellation of meals, notification of service delays or closings and for HDMs restrictions concerning the drop off of the meal(s).

7. Clients receiving home delivered meals (hot, frozen, etc.) are instructed on their use and handling.

8. Menus are prominently displayed at each site and food preparation area.

9. There is a written policy concerning the allowance of or prohibition against participants taking part or all of their meal home for later use. Participants and staff must be advised of the policy and aware of food safety issues and participant responsibility for any resulting food borne illness.

IV. MENU/NUTRIENT REQUIREMENTS

A. Menu Planning

The Area Agency on Aging shall ensure that:

1. Participants' comments on meals are routinely solicited and are considered when planning menus.

2. Menus are planned based on a four to six week cycle.

3. Menus are planned based on recommendations contained in the current dietary guidelines (refer to 89-TAM-7, Menu Planning Guidelines).

4. Menu items are evaluated to ensure their suitability to program operations.

B. Nutrient Content

The Area Agency on Aging shall ensure that:

1. Menus are certified by a registered dietitian that the meal(s) provide one third or two thirds of the recommended dietary allowance.

a. A nutrient analysis is available for all meals provided to participants.

b. Two meals served to the same individual for same day consumption have a combined nutrient value that provides two thirds of the RDA as confirmed by nutrient analysis.

2. Any deviation from the planned menu is noted and approved by a registered dietitian, project director or other designated person(s).

3. Vitamin and mineral supplements are not purchased with program funds.

4. Nutrition supplements (canned formulas, powdered mixes, food bars, etc.) may be made available to participants based on documented, assessed need as determined by a registered dietitian. Such products cannot replace conventional meals unless a physical disability warrants their sole use.

C. Therapeutic/Religious/Ethnic Diets

The Area Agency on Aging shall ensure that:

1. The nutrition services provider provides menus where feasible and appropriate to meet the particular dietary needs and preferences arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals.

a. The provision of therapeutic diets or modifications is consistent with SOA guidelines and are approved by a registered dietitian (refer to 82-PI-IIIC-10).

b. Participants and their physicians are aware of the type of menu modifications that are available.

c. Participants receive a therapeutic diet only if prescribed by a physician. These prescriptions are on file and are updated annually.

V. FIRE, BUILDING AND HEALTH CODE COMPLIANCE AND SAFETY PROCEDURES

A. Facility Compliance

The Area Agency on Aging shall ensure that:

1. SOA approval has been granted for the operation of any subcontracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals under the Title IIIC, SNAP or CSE program.
(Refer to 88-PI-37)

2. SOA has been notified of any commercial caterer, restaurant, hospital, nursing home, school or "Meals on Wheels" which provides meals under an agreement with a Title IIIC, SNAP or CSE Program.

3. SOA is informed of any changes in the status of the operation of meal sites, kitchens or caterers.

4. All sites and food preparation facilities (subcontracted and directly operated) are inspected annually by the local Health Department. Inspection reports and follow-up documentation on compliance issues are on file with the AAA.

5. All facilities are in compliance with the State Sanitary Code and display operation permits.

- a. All facilities are clean and provide adequate lighting, heat and ventilation.
- b. Windows and doors in kitchens and dining rooms are equipped with screens where necessary.
- c. Extermination services are provided as needed by an exterminator or provider staff certified by the NYS Department of Environmental Conservation as a pest control operator.

6. All facilities have written confirmation or permit that they comply with Fire Department or Buildings Department regulations.

- a. The required number of exits are clearly identified, well lit and free of obstacles/clutter.
- b. A sufficient number of the correct type of fire extinguishers are strategically placed and inspected annually.

B. Food Service Practices Compliance

The Area Agency on Aging shall ensure that:

1. Food service practices comply with all applicable federal, Part 14 State Sanitary Code and local health and sanitation regulations.

2. Potentially hazardous foods are held, delivered and served at temperatures above 140 degrees F. or below 45 degrees F.

3. Temperatures of potentially hazardous foods that are transported shall be routinely taken and recorded as follows:

- a. Bulk food temperatures will be taken prior to delivery and at serving time on a daily basis. (cont.)

- b. HDM temperatures shall be taken before portioning and when the last meal is delivered. This must be done no less than monthly on all routes over one hour in length and quarterly on all routes under one hour.

4. Food delivery methods, equipment and service are appropriate to prevent contamination.

5. Foods served cafeteria style in an area unprotected by sneeze guards are not saved for reservice at a later date.

6. The preparation and storage of frozen meals are consistent with SOA and DoH guidelines. (Refer to 85-PI-14.)

7. Outbreaks of suspected food-borne illness are reported to the local Health Department and SOA immediately.

C. Safety Procedures

The Area Agency on Aging shall ensure that:

1. Training is provided at least annually to site staff and/or participants on the use of fire extinguishers and evacuation procedures and documented (Refer to 81-IM-IIIC-2).

2. Fire drills are conducted annually at all sites and documented.

3. Staff are familiar with written procedures concerning emergency situations such as a flood or fire or when a participant is choking or faints, emergency phone numbers, etc.

VI. USDA PROGRAMS

A. Reimbursement for Eligible Meals

The Area Agency on Aging shall ensure that:

1. Nutrition service providers receive USDA cash and/or commodity assistance for meals served as established in the Older Americans Act.

2. Reimbursement may be claimed for meals which:

- a. Provide at least one-third of the Recommended Dietary Allowance (Refer to Section IV.B. Nutrient Content).
- b. Are served to eligible participants: persons 60 years of age or older, their spouses, disabled persons and volunteers as defined in Section II Participant Eligibility. USDA reimbursement may

NOT be claimed for meals served to guests or staff under 60 years of age.

- c. Are served by an agency which is under the jurisdiction, control, management, and audit authority of the Area Agency (Refer to 89-PI-35).**

3. USDA Funds shall be used to:

- a. Increase the total number of meals served.**
- b. Improve the quality of the meals served.**

4. To receive USDA reimbursement, the number of eligible meals must be reported to SOA as required (Refer to the Consolidated Area Agency Reporting System).

B. Commodity Program

The Area Agency on Aging shall ensure that:

1. A signed agreement is on file between the AAA and the State Office of General Services (OGS) concerning commodity allocations and usage.

2. The estimated dollar value of USDA cash and/or commodities is reflected in the service providers' budget.

3. Effective arrangements exist for the pick up, transportation, storage and distribution of commodities.

4. Appropriate inventory and food cost records are maintained.

5. Commodities are used in an appropriate and cost effective manner.

6. OGS and SOA is notified when any commodities are lost due to theft, damage, spoilage, infestation or contamination.

7. The transfer of commodities between eligible agencies is done in accordance with USDA and OGS guidelines.

C. Cash-in-lieu Program

The Area Agency on Aging shall ensure that:

1. Payments received by nutrition providers in lieu of donated foods shall be used by them solely for the purchase of:

- a. United States agricultural commodities and other foods produced in the United States, for use in their food service, or**
- b. Meals furnished to them under contractual arrangements with food service management companies, caterers,**

restaurants, or institutions, provided that each such meal contains United States-produced commodities or foods at least equal in value to the per-meal cash payment which the nutrition providers have received.

D. Food Stamp Program

The Area Agency on Aging shall ensure that:

1. Efforts are made to assist participants in accessing Food Stamp benefits (Refer to 82-IM-IIIB-75).
2. Nutrition providers are certified to accept food stamps in lieu of cash contributions for meals. (Refer to 77-PI-VII-12)
3. Assistance will be given to agencies responsible for administering the food stamp program to facilitate participation of eligible older persons in the program.

VII. FOOD SERVICE OPERATION

A. Purchasing/Cost

The Area Agency on Aging shall ensure that:

1. Food, equipment and supply specifications meet commercial standards for quality, sanitation and safety.
2. Food is obtained from approved sources that comply with all laws related to food and food labeling.
3. Food purchasing practices are cost effective.
4. Food costs are accurately determined and calculated on a quarterly basis (excluding catered meals).

B. Inventory/Equipment Maintenance

The Area Agency on Aging shall ensure that:

1. Food and supply storage space are adequate and comply with Part 14 of the State Sanitary Code.
2. Measures are taken to ensure that food, equipment and supplies are secure from vandalism and theft.
3. Physical inventories of food (including USDA commodities) and supplies are taken quarterly.
4. An equipment inventory is updated annually.

5. All major pieces of equipment are routinely checked and/or serviced to maintain their performance.

C. Food Production

The Area Agency on Aging shall ensure that:

1. The availability and layout of food production equipment, storage and service areas promote safety and efficiency.

2. Each provider has a sufficient number of food production staff to meet service needs.

3. Procedures are in place to forecast the number of meals to be prepared and/or served daily, e.g., reservation system.

4. Standardized recipes are used for food production.

5. Food items on production and on-site menus are clearly identified and portion sizes are indicated as needed.

6. Portion control is maintained during food preparation and service to be consistent with menu and service requirements.

7. Food production for next day service and leftovers are handled in accordance with the "SOA Food Service Policy and Procedure Manual" (1990).

VIII. OTHER PROGRAMS AND SERVICES

A. Nutrition Education

The Area Agency on Aging shall ensure that:

1. Nutrition and related consumer and health instruction or information is provided by or under the direction of a registered or registration eligible dietitian.

a. Group or class presentations are provided at each congregate site a minimum of six times a year.

b. Nutrition information or handouts are provided to congregate and homebound participants at least monthly.

2. An annual nutrition education plan/schedule is developed and implemented.

a. Participants' needs, comments and requests are considered when planning programs.

b. Teaching methods and instructional materials are appropriate, e.g., large print handouts, demonstrations.

c. Other resources are used to enhance programming as appropriate, e.g., Dairy Council, Cooperative Extension.

3. Evaluative methods are in place to determine the effectiveness of nutrition education activities.

B. Nutrition Counseling

The Area Agency on Aging shall ensure that:

1. A screening/intake process adequately identifies congregate and home delivered meal participants who require a referral for nutrition counseling.

2. A registered dietitian evaluates the participant's nutritional needs and develops an appropriate care plan.

3. The care plan is implemented under the direction of the registered dietitian.

a. A registered dietitian provides counseling as appropriate.

b. Instruction from other qualified personnel is provided as specified in the plan.

c. Written instruction and/or handouts are provided as needed.

4. Nutrition counseling and follow-up activities are documented.

5. Evaluative methods are in place to determine the outcome of nutrition counseling intervention.

C. Outreach

The Area Agency on Aging shall ensure that:

1. An outreach program is designed and implemented to ensure that eligible individuals in greatest economic or social need with particular attention to low income minority individuals have the opportunity to participate in the program (Refer to OAA regulations 1988, Section 1321.17(8)).

D. Nutrition Surveillance

The Area Agency on Aging shall ensure that:

1. Nutrition service providers must participate in nutrition surveillance activities as required by SOA and the Department of Health.

E. Farmers Market Coupon Program

The Area Agency on Aging shall ensure that:

1. Nutrition service providers participating in the Farmers Market Coupon Program comply with SOA and NYS Department of Agriculture and Markets requirements.

ANNOTATED REFERENCE TO THE 1990 NUTRITION PROGRAM STANDARDS

This reference follows the 1990 Nutrition Standards as they appear in the Program Instruction and provides information as to whether each standard is new or original, whether it is the same or a modification of an existing standard (from 86-PI-15) or whether it originated from an existing PI or other document.

Reference Key

1. **(Section):** In parenthesis is the section from the (86-PI-15) Nutrition Standards where this same standard appears.
2. **(Section) revised:** In parenthesis is the section from the (86-PI-15) Nutrition Standards where this Standard originated, however, some word or meaning changes were made. .
3. **Refer to "document" :** Specifies the source of a new standard e.g. an existing PI or other document as described.
4. **Note:** Provides a brief explanation of a new standard.

I. PROGRAM MANAGEMENT

A. General Policy

1. Refer to Standard Assurances
2. (I.A.1) revised: added h and o and revised f (f)

B. Monitoring and Assessment

1. (I.B.1)
2. (I.F.3) revised
3. **Note:** Defines monitoring/assessment measures

C. Contributions

1. Refer to 84-PI-6 and 86-TAM-8
 - a. (I.C.1.a)
 - b. (I.C.1.b)
 - c. Refer to 84-PI-6
 - d. Refer to 84-PI-6
 - e. Refer to 84-PI-6

D. Insurance

1. (I.E.1)

E. Site Agreement

1. (IV.D.1) revised: order changed

F. Contracting- **Note:** describes basic components required

G. Staffing Requirements

1. (I.F.1)
2. (I.F.2)
3. (I.F.3)
4. (I.F.4)
 - a. (I.F.4) revised: minimum hours changed from 8 to 12 in recognition of SNAP special requirements.
 - b. (I.F.5)
5. (I.F.7) revised
6. (I.F.6) revised
7. (I.F.8)
8. (I.F.9) revised: quarterly minimum added

H. Record Retention - Refer to 84-PI-56 and includes other specific requirements

II. PARTICIPANT ELIGIBILITY

A. Congregate Meals

1. (V.A.1)
2. (V.A.2)
3. Refer to 89-PI-3
4. (I.D.1.a) revised: added income and ethnic status for reporting purposes
5. Refer to 75-PI-VII-33

B. Home Delivered Meals

1. (V.B.1)
2. (V.B.2)
3. Refer to 89-PI-3
4. (V.B.3) revised: refer to 87-TAM-5 and 81-PI-IIIIC-11
5. (V.B.4) revised
6. Refer to OAA regulations 1988, Section 1321.65(d)
7. (V.B.5)

III. MEAL SERVICE AND DELIVERY

A. Congregate Meals Program Accessibility

1. (IV.B.1) revised: refer to OAA regulations 1988, Section 1321.17(2).
2. (IV.B.2)
3. (IV.B.3)
4. (IV.B.4)
5. (II.A.3) revised

B. Home Delivered Meals Program Accessibility

1. Refer to: OAA regulations 1980 Section 1321.145(b)(2)

C. Provision of Meals

1. (V.A.3)
2. Note: Defines staff/guest charges
3. Refer to 75-PI-VII-33
4. (V.A.4) revised: refer to 89-PI-7

D. Meal Service

1. (II.B.3)
2. (I.A.2.d) revised
3. (III.B.7) revised
4. (IV.B.5) revised
5. Refer to OAA regulations 1980 Section 1321.145(a)(4)
6. Note: Policy and procedures concerning HDM delivery
7. Note: Procedures to instruct clients on HDM handling
8. (IV.C.1)
9. Note: Policy allowing food to be taken home by participants

IV. MENU/NUTRIENT REQUIREMENTS

A. Menu Planning

1. Note: Procedure to solicit participant meal comments
2. (III.B.5)
3. (III.B.4)
4. Note: Procedures to evaluate menu items

B. Nutrient Content

1. (III.A.1.2) (III.B.3)
 - a. Refer to 81-PI-IIIC-11
 - b. (III.A.2)
2. (III.B.3.b) revised
3. (III.A.3)
4. Note: Policy allowing use of nutrition supplements

C. Therapeutic/Religious/Ethnic Diets

1. (III.B.1)
 - a. Refer to 82-PI-IIIC-10
 - b. Note: Procedures to notify physicians, participants of special diets
 - c. (I.D.1.h)

V. FIRE, BUILDING AND HEALTH CODE COMPLIANCE AND SAFETY PROCEDURES

A. Facility Compliance

1. (IV.A.1) revised: refer to 88-PI-37
2. Refer to 88-PI-37
3. (IV.A.1) revised: refer to 88-PI-37
4. (II.A.1.a) revised: includes follow-up documentation
5. (II.A.1.a)
 - a. (II.A.1.d)
 - b. (II.A.1.e)
 - c. (II.A.1.f)
6. (II.A.1.b)
 - a. (II.A.1.c)
 - b. Note: procedures for the number and placement of fire extinguishers

B. Food Service Practices Compliance

1. (II.A.1) revised: includes food service practices
2. (II.B.2)
3. (I.D.1.f) revised: specifies food temperature monitoring
4. Note: procedures to prevent contamination
5. (II.A.1.g)
6. Refer to 85-PI-14
7. (II.B.4)

C. Safety Procedures

1. Refer to 81-IM-IIIIC-2
2. Note: procedures for annual fire drills
3. (I.A.1.j) revised: procedures for training staff in dealing with emergencies

VI. USDA PROGRAMS

A. Reimbursement for Eligible Meals

1. Refer to OAA regulations 1980 Section 132.147(f)
2. Refer to 89-PI-35
3. Refer to HDS-JM-80-5 5/1/80
4. Refer to CAARS

B. Commodity Program- Refer to FNS Instruction 706-2 4/17/78, OAA regulations 1980 Section 1321.147(f) and 89-PI-36

C. Cash-in-lieu Program-Refer to FNS Instruction 706-2 4/17/78 and (VI.B.1)

D. Food Stamp Program

1. (VI.A.1)
2. Refer to FNS (FS) Instruction 741-9 and 77-PI-VII-12
3. (VI.A.2)

VII. FOOD SERVICE OPERATION

A. Purchasing/Cost

1. (II.B.1) revised
2. (II.B.1) revised: refer to State Sanitary Code, Part 14
3. Note: procedures for cost effective food purchasing
4. (I.D.1.e) revised: quarterly minimum added

B. Inventory/Equipment Maintenance

1. (II.A.1) revised
2. (I.E.2) revised
3. (I.D.1.d) revised: quarterly minimum added
4. (I.E.2.c)
5. (I.A.2.g) revised

C. Food Production

1. (II.A.2) revised
2. (I.F.6) revised
3. (I.A.2.f) revised
4. (III.B.6) revised
5. (III.B.3.a) revised
6. (I.A.2.d) revised
7. Refer to 82-TAM-IIIC-2 and Food Service Policy and Procedure Manual (1990)

VIII. OTHER PROGRAMS AND SERVICES

A. Nutrition Education

1. (VII.A.1) revised
 - a. (VII.A.1.a) revised: bi-monthly minimum added
 - b. (VII.A.1.a) revised
2. Refer to SNAP requirements which specify planning and teaching methods
3. Refer to SNAP evaluative requirements

B. Nutrition Counseling - Refer to SNAP requirements which specify referral, screening, service provision, documentation and evaluation

C. Outreach (VII.B.1) revised: Refer to OAA regulations 1988, section 1321.17(8)

D. Nutrition Surveillance (VIII.1) revised.

E. Farmers Market Coupon Program- Note: compliance as required