

Barren River Area Agency on Aging and Independent Living Policy Manual and Operating Procedures

Nutrition Program

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Nutrition Program

Introduction

The purpose of the Nutrition Program for the Elderly is to:

- 1) To reduce hunger and food insecurity;
- 2) To promote socialization of older individuals; and
- 3) To promote the health and well-being of older individuals by assisting such individuals gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

The Department for Aging and Independent Living uses grants from the Administration on Aging, State funds and other resources to provide meals.

The Older Americans Act established the Nutrition Program for the Elderly in 1965. Title III of the Act addresses several problems faced by the nation's older population, such as dietary inadequacy, declining health status, social isolation, and limited access to social and health services. Among certain subpopulations of the elderly-the poor, ethnic minorities, the isolated, and handicapped-these problems may be more acute. Services are designed to emphasize these priority groups through outreach efforts to encourage their participation and by locating meal sites where they will be accessible to older persons in greatest need.

The major activities of the Nutrition Program are to provide one nutritionally balanced meal per day to the older adults either in a congregate dining setting or through the provision of a home delivered meal, nutrition screening, nutrition education, and nutrition assessment and counseling if appropriate. Participants are encouraged to contribute to the cost of their meals and other services, whether congregate or home delivered.

Nutrition Program policy is applicable to Title III C-1 and C-2 of the Older Americans Act, and the Kentucky's Homecare Program and any other nutrition program for the elderly which are under the jurisdiction, control, management and audit authority of the Department of Aging and Independent Living.

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Definitions

- (1) "Area Agencies on Aging and Independent Living" or "AAAIL" means an entity designated by the state to administer, at the local level, the programs funded by the Older Americans Act of 1965, as amended.
- (2) "Area plan" means the plan that:
 - a) Is submitted by a district for the approval of the department: and
 - b) Releases funds under contract for the delivery of services within the planning and service area.
- (3) "Central kitchen" means an institutional kitchen which is equipped and used for preparing food to be sent to meal sites for service.
- (4) "Certified nutritionist" is defined by KRS 310.005 and KRS 310.031.
- (5) "Community" means a county designated as urban or rural in accordance with the most current percentage of population listing from the U. S. Census Bureau.
- (6) "Congregate meal" means a meal provided to a qualified individual in a congregated or group setting.
- (7) "Congregate nutrition services" means the provision of meals and related nutrition services in a group setting to older individuals that include:
 - (a) Nutrition education;
 - (b) Nutrition assessment;
 - (c) Nutrition counseling;
 - (d) Nutrition screening;
 - (e) Malnutrition screening;
 - (f) Opportunities for social engagement at senior centers or on field trips; and
 - (g) Volunteer roles that contribute to overall health and well-being.
- (8) "Congregate setting" means a senior center or a restaurant.
- (9) "Cycle menu" means a menu planned for at least five (5) weeks and repeated with modification for seasonal menu items.
- (10) "Department" means the Department for Aging and Independent Living.
- (11) "Dietary reference intakes" means the nutritional requirements:
 - (a) Established by the Food and Nutrition Board of the Institute of Medicine of the National Academies; and
 - (b) Included in DAIL-NP-17.9.8, Meal Planning Nutrient Requirements
- (12) "District" is defined by KRS 205.455(4).
- (13) "District nutrition program" means the program approved by the department and administered in each of the fifteen (15) planning and service areas in Kentucky by the districts or other contract agencies.
- (14) "Home delivered meal" means a meal provided to a qualified individual in his or her place of residence.
- (15) "Home delivered nutrition services" means the provision of meals and related nutrition services to older individuals who are homebound that include:
 - (a) Nutrition screening;
 - (b) Malnutrition screening;

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- (c) Nutrition education;
 - (d) Nutrition assessment; and
 - (e) Nutrition counseling.
- (16) "Licensed dietitian" is defined by KRS 310.005(11).
- (17) "Meal" means a portion of food that:
- (a) Provides the equivalent of one-third (1/3) of the dietary reference intakes;
 - (b) Meets the requirements of the Dietary Guidelines for Americans; and
 - (c) Is served with optional condiments to complete the meal as approved by the licensed dietitian or certified nutritionist.
- (18) "Modified atmosphere packaging" means the method of extending the shelf life of fresh food products where the atmospheric air inside a package is replaced with a protective gas mix that helps ensure the product stays fresh for as long as possible.
- (19) "Modified Meal" means a meal that has an altered texture such as pureed, chopped, or thickened liquids to accommodate the needs of an individual with difficulty in chewing or swallowing.
- (20) "Nontraditional meal" means a meal approved by the BRADD/department that is cold, frozen, dried, canned, or modified atmosphere packaging.
- (21) "Nutrition counseling" means individualized guidance:
- (a) To an individual who is at nutritional risk because of the individual's health or nutritional history, dietary intake, chronic illnesses, medications use, or to caregivers; and
 - (b) Provided one-on-one by a licensed dietitian to address options and methods for improving the individual's nutrition status.
- (22) "Nutrition screening" means the identification of those at risk of poor nutrition.
- (23) "Nutrition service provider" means an entity that is awarded a contract under the area plan to provide nutrition services covered under this administrative regulation.
- (24) Nutrition Services Incentive Program: or "NSIP" means federally provided incentives to encourage and reward effective performance by states in the efficient delivery of nutrition meal to older individuals.
- (25) "OAA" means the Older Americans Act of 1965, as amended, with the relevant portions of the federal law for purposes of this program codified as 42 U.S.C. 3030a to 3030g-22.
- (26) "Rural" means a community with less than 5,000 population living in a rural area as designated by the most current from the U. S Census Bureau.
- (27) "Standardized recipe" means a written formula for producing food items of a consistent quality and quantity that specifies the yield and portion size adjusted for the requirements of the nutrition program for older persons.
- (28) "State nutrition program for older persons" means the nutrition program

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administered by the BRADD/department that includes:

- (a) Meals;
- (b) Nutrition screening and education; and
- (c) Nutrition assessment and counseling.

(29) "Target group" means:

- (a) Low-income individuals, including low-income minority older individuals;
- (b) Older individuals with limited English proficiency;
- (c) Older individuals residing in rural areas; or
- (d) Older individuals at risk for institutional placement

(30) "Traditional Meal: means a ready to eat hot meal.

(31) "Urban: means a community with 50,000 or more population living in an urbanized area as designated by the most current listing from the US Census Bureau

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Responsibilities of Nutrition Service Providers

The service provider contracting to provide meals and services shall have written policies and procedures to carry out the responsibilities of the service provider as established.

1. Provide the AAAIL using the state data system with statistical and other information necessary for state reporting requirements established in KRS 205.465 and federal reporting requirements established in 42 U.S. C. 3018.
 - a) Provide a recipient with an opportunity to voluntarily contribute to the cost of the Service. Pursuant to 42 U.S. C 3030c-2(b), voluntary contributions:
 1. May be solicited if the method of solicitation is non coercive; and
 2. Shall be encouraged for an individual whose self-declared income is at or about 185 percent of the federal poverty level at contribution levels based on the actual cost of the service;
 - b) Assure that an older person is not denied service because the older person does not or cannot contribute to the cost of the service;
 - c) Protect the privacy of each older person with respect to contributions;
 - d) Use all meals contributions to increase the number of meals served;
 - e) Report to appropriate officials, such as Department for Community Based Services, EMS, local law enforcement, for follow- up conditions or circumstances which place the older person or his or her household in imminent danger;
 - f) Make arrangements for services to older persons in weather-related or declared emergencies;
 - g) Assist a participant with access to benefits under other programs;
 - h) Employ staff to ensure that the services staff is based on the number of program participants and the type of services provided;
 - i) Have a site director on a paid or volunteer basis responsible for activities at the site.
 1. Congregate and home delivered meals funds shall pay up to a maximum of five (5) hours of the site director's time; and
 2. Other funding sources may be used to pay for additional hours.
 - j) Permit staff of the Barren River Area Agency on Aging and Independent Living, the Cabinet for Health and Family Services and federal representatives to monitor and inspect the operation; and
 - k) Attend meetings scheduled by the Barren River Area Agency on Aging and Independent Living and the Department for Aging and Independent Living.

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Responsibilities of Nutrition Service Providers Contracting for Meals Only

2. The service provider contracting to provide meals only shall:
 - a) Provide the AAAIL using the state data system with statistical and other information necessary for state reporting requirements established in KRS 205.465 and federal reporting requirements established in 42 U.S. C. 3018.
 - b) Employ staff to ensure that the services staff is based on the number of program participants and the type of services provided;
 - c) Have a site director on a paid or volunteer basis responsible for activities at the site.
 - d) Congregate and home delivered meals funds shall pay up to a maximum of five (5) hours of the site director's time; and
 - e) Other funding sources may be used to pay for additional hours.
 - f) Permit staff of the Barren River Area Agency on Aging and Independent Living, the Cabinet for Health and Family Services and federal representatives to monitor and inspect the operation; and
 - g) Attend meetings scheduled by the Barren River Area Agency on Aging and Independent Living and the Department for Aging and Independent Living.

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Responsibilities of the BRADD AAAIL

The Barren River Area Agency on Aging and Independent Living shall:

(1) BRADD AAAIL will have written policies and procedures to carry out the AAAIL's responsibilities as established in this subsection. The AAAIL shall:

(a) Solicit the expertise of a dietitian or other individual with equivalent education and training in nutrition science or an individual with comparable expertise in the planning of nutritional services pursuant to 42 U.S.C. 3030g-21(1);

(b) Pursuant to 42 U.S.C. 3030g-21(2)(K), encourage individuals who distribute nutrition services to provide homebound older individuals with medical information approved by health care professionals, such as informational brochures on how to get vaccines in the individual's community for:

1. Influenza;
2. Pneumonia; and
3. Shingles;

(c) Provide implementation and management of the state nutrition program for older persons;

(d) Assure that a nutrition service provider provides:

1. At least one (1) meal per day in a congregate nutrition site or provide home delivered meals based upon a determination of a participant's needs;

2. Meals to reach the maximum number of eligible older individuals consistent with the requirement established in 42 U.S.C. 3025(a)(2)(E);

3. Nutrition screening, malnutrition screening, counseling and nutrition education services to address a participant's assessed needs and ensure that nutrition funds are used to provide these services.

a. Nutrition screening and malnutrition screening shall be provided for all participants of the nutrition program for older persons as outlined in the state data system at least annually.

b. The results of this screening shall be reported to the department.

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c. A participant who receives a nutrition score of six (6) or higher shall have documentation of further action based on a referral to a:

(i) Dietitian for nutrition counseling; or

(ii) Participant's physician;

d. A participant who receives a malnutrition score of two (2) or higher shall have documentation of further action based on a referral to a:

(i) Dietitian for nutrition counseling; or

(ii) Participant's physician;

e. A participant shall receive follow-up regarding their nutrition and malnutrition screening score within three (3) months of the assessment date to address the needs and concerns.

4. Nutrition services to keep older persons healthy, reduce the older adult's risk of chronic disease and disability, and help the older adult to manage chronic diseases and conditions;

5. An emergency plan for back up food preparation sites, nutrition sites, and meal delivery; and

6. A plan for furnishing emergency meals during an emergency, such as:

a. Inclement weather conditions;

b. Power failure;

c. A disaster that may cause isolation; or

d. A medical emergency; and

(e) Use meal contributions to increase the number of meals served and facilitate access to these meals.

(2) If the AAAIL is the provider of meals and services, the AAAIL shall comply with all responsibilities of the nutrition service provider as specified in Section 12 of this administrative regulation.

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Congregate Meals Service

Policy

Congregate meals shall be provided by nutrition service providers who, five (5) or more days a week in each rural or urban community within the nutrition service provider's planning and service area, provides at least one (1) hot or nontraditional meal per day and any additional meals which the nutrition service provider may elect to provide in a congregate setting.

Procedure

The Barren River AAAIL will monitor Congregate Meals services provided by the nutrition service providers to ensure that meals are provided five (5) or more days a week in each rural or urban community within the nutrition service provider's planning and service area, and provides at least one (1) hot or nontraditional meal per day and any additional meal which the BRADD and nutrition service provider may elect to provide in a congregate setting.

Barren River AAAIL will request a waiver from DAIL through the area plan process to serve less frequently if the budget does not sustain five (5) days per week, pursuant to 42 U.S.C. 3030e.

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Congregate Meals Eligibility

Policy

Congregate meals are available and provided to only those individuals that meet the eligibility criteria:

Procedure

- (1) An individual shall be eligible for congregate meals and congregate nutrition services if the individual:
 - a) Is age sixty (60) or older;
 - b) Is the spouse of an individual aged sixty (60) or older; or
 - c) Has a disability and resides at home with the eligible older individual.
- (2) The AAAIL may, in accordance with 42 U.S.C. 30303g-21 (2)(h), (1), provide a congregate meal to:
 - a) A volunteer providing services during meal hours; or
 - b) An individual under age sixty (60) who:
 - 1) Has a disability: and
 - 2) Resides in a housing facility primarily occupied by older individuals at which congregate nutrition services are provided.

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Home Delivered Meals

Policy

Home delivered meals shall be provided by a nutrition service provider who, five (5) or more days a week, in each rural or urban community within the nutrition service provider's service and planning area, provides at least one (1) home delivered hot or nontraditional meal per day and any additional meals which the nutrition service provider may elect to provide.

Procedure

The Barren River AAAIL will monitor Home Delivered Meals services provided by the nutrition service providers to ensure that meals are provided five (5) or more days a week in each rural or urban community within the nutrition service provider's planning and service area, and provides at least one (1) hot or nontraditional meal per day and any additional meals which the nutrition service provider may elect to provide in a congregate setting.

Barren River AAAIL will request a waiver from DAIL through the area plan process to serve less frequently if the budget does not sustain five (5) days per week, pursuant to 42 U.S.C. 3030e.

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Home Delivered Meals Eligibility

Policy

Home delivered meals are available and provided to only those individuals that meet the eligibility requirements.

Procedure

The BRADD Case Management staff utilizes a person centered approach to determine an individual's eligibility based on the following criteria:

(1) An individual shall be eligible for home-delivered meals and home delivered nutrition services if the individual:

(a)

1. Is a person determined to be aged sixty (60) or over, or the spouse of a person aged sixty (60) or over.
2. Is unable to attend a congregate site because of illness or an incapacitation disability; and
3. Does not have a person in the home able to prepare a nutritious meal on a regular basis or

(b)

1. Is under age sixty (60);
2. Has a disability; and
3. Resides with a homebound individual aged sixty (60) and over.

(2) Eligibility for a home delivered meal through the Homecare program shall be in accordance with 910 KAR 1:180.

(3) All assessment, eligibility, home visits, and service provisions shall be entered into the Aging Services database within ten (10) business days.

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Transportation of Meals to a Congregate Site.

Policy

The requirements established in this subsection shall apply to the transportation of meals to a congregate site.

Procedure

1. Bulk foods shall be transported in stainless steel pans or aluminum disposable pans in an insulated container.
2. Use of plastic shall be restricted to cold items only.
3. Hot items (maintained over 135 degrees F) shall be transported in bulk containers separate from cold products (maintained under 41 degrees F).
4. Containers shall be preheated or pre-chilled before being loaded.

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Home Delivered Meals Delivery

Policy

Home delivered meals are to be handled in a safe and time-sensitive manner to ensure the correct temperatures are maintained from production of the food until the delivery process is complete.

Procedure

- (1) Meals shall be delivered only to eligible persons in the eligible person's home.
 - (A) The delivery driver shall leave the meal only if:
 1. The delivery driver sees and hears the participant;
 2. The delivery driver takes the meal to the door of a participant; or the participant acknowledges the delivery acknowledges the delivery through electronic means such as a video doorbell, or intercom.
 - (B) A meal may be left with a designee of the older person if the designee has been informed of the requirements of the nutrition program and provides the AAAIL assurance that they have the ability to comply with the following requirements:
 1. Store cold foods in a manner that maintains cold food at or below forty-one (41) degrees Fahrenheit; and
 2. Store hot foods in a manner that maintains the temperature above 135 degrees Fahrenheit; or
 3. Store hot foods below forty-one (41) degrees Fahrenheit.
 - (C) For a traditional meal, an AAAIL shall train and monitor the delivery staff to ensure that the meal participant or designee acknowledges delivery of the meal.
 3. Documentation for the provision of a non-traditional meal shall show:
 - (a) The participant has expressed a preference for the non-traditional meals or lives often established route;
 - (b) Proper storage and heating facilities are available in the home;
 - (c) The participant is able to prepare and consume the meal alone or with available assistance; and
 - (d) Cost is no more than a traditional meal.
- (4)
 - (a) A provider of home delivered meals shall use methods of delivery that shall be delivered in a sanitary manner to prevent outside contamination and hold food at appropriate temperatures.
 - (b) Meals shall be delivered in accordance with the requirements established in this paragraph.

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1. Delivery routes shall be established by the nutrition service provider to minimize nutrient loss and to facilitate temperature retention.
2. Meals shall be delivered within four (4) hours from preparation to the final destination.
3. Hot foods shall be maintained at or above 135 degrees Fahrenheit.
4. Cold foods shall be maintained at or below forty-one (41) degrees Fahrenheit, and ice may be used if the food containers are constructed to prevent water seepage into the food.
5. a. Nutrition site personnel shall check and record temperatures of meals at least weekly toward the end of each meal delivery route.

b. If the temperatures are not consistent with the requirement, the nutrition site personnel shall check and record the meal temperatures daily until the temperatures are consistent with the requirements.
6. Neutral temperatures foods shall be packaged and delivered in a way as to prevent outside contamination.
7. a. Frozen meals shall be maintained in a frozen state during delivery.

b. If the meal has thawed to the extent the ice crystals are not contained in the meal or the temperature is above forty (40) degrees Fahrenheit, the meal shall not be refrozen for later use. The meal shall either be: Heated and consumed immediately; or Discarded.
8. An ongoing participant nutrition education program shall be implemented by the nutrition service provider and shall include a minimum of one (1) session each month for the home delivered meal participant.

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Order of Meal Services

Policy

Congregate meals shall be served after packaging the home delivered meals.

Procedure

The following order of service shall be followed:

- (1) Congregate meals shall be served after packaging the home delivered meals. Foods shall be maintained at appropriate temperatures during all phases of food service.
 - (2) Nutritional site personnel shall check and record temperatures of congregated meals daily.
 - (3) Any method of serving food may be used so long as it does not result in menu items being held at inappropriate temperatures either on the tables or on the serving line. Milk and other cold food items shall not be preset on tables prior to meal service; tables shall not be preset with eating and drinking utensils for more than four hours prior to meal service unless each item is individually wrapped.
 - (4) A preset table shall not be used for activities prior to meal service.
 - (5) After all participants have been served, volunteers and other staff may be served.
 - (6) If more meals were prepared than arrived guests at mealtime, after guests have been served, left over full meals may be packaged for frozen meals to be used for emergency or weekend meals.
- 5) Food items left over after packaging for emergency or weekend meals shall be:
- (a) Offered as seconds to a participant, if requested by the participant and after all have been served;
 - (b) Donated to a local facility, such as a food bank or homeless shelter if overproduced;
or
 - (c) Discarded.
 - (6)

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- (a) Only complete meals shall be claimed for payment.
 - (b) Omission of required meal components shall cause that meal to be incomplete and ineligible for payment and for USDA reimbursement.
 - (c) Refusal by a participant of specific meal components shall not render that meal incomplete.
- (7)
- (a) A participant shall be allowed to carry out leftover foods.
 - (b) Center staff shall assure that a participant is advised concerning the risks involved if foods are held at unsafe temperatures.
 - (c) Staff or volunteers shall not devote time or supplies to the task of packaging individual menu items as carry-outs for participants or staff.
- (8) A participant shall have an opportunity to complete a satisfaction survey to evaluate meals and service at least annually.
- (a) Provide ongoing comments for preparation of menus.

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Nutrition Education

Policy

An ongoing participant nutrition education program shall be implemented by the nutrition service provider or AAAIL and include at a minimum one (1) session per month at each nutrition site.

Procedure

Barren River AAAIL provides through contracts with the nutrition provider provides for a nutrition education program utilizing the following methods.

1. The education program shall include a variety of teaching methods on the following topics:
 - a. Nutrition and its relevance to health promotion and disease prevention;
 - b. Consumer approaches to food safety and food purchasing;
 - c. Food fads and diets;
 - d. Physical activity; and
 - e. Activities to modify behavior and improve health literacy, including providing information and optimal nutrients.
2. An annual nutrition education plan shall be developed by BRADD/AAAIL or the nutrition service providers.
3. The plan shall include a minimum of one (1) session each month at each nutrition site.
4. The plan shall include a variety of topics using a wide range of teaching techniques.
5. The plan shall include how educational materials shall be provided to home delivered meal clients at least monthly.
6. The plan and educational materials shall be provided in the participants' preferred language.
6. The DAIL Senior Health and Wellness Newsletter may be utilized to meet the nutrition education requirements monthly.

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Meal Planning

Policy

Menu shall be planned, prepared and delivered through methods that preserve the nutritional value of foods.

Procedure

(1) Nutrient dense meals shall be planned using preparation and delivery methods that preserve the nutritional value of foods. The use of saturated fats, salt, and sugar shall be restricted to maintain good health, in accordance with the dietary reference intakes and the Dietary Guidelines for Americans.

(2) Menus shall be:

(a) Planned through a formal procedure for soliciting participant comments established in each district;

(b) Planned a minimum of one (1) month in advance or, if a cycle menu is planned, used at least for five (5) weeks;

(c) In compliance with the Dietary Guidelines for Americans;

(d) Provided to each participating older individual and shall include a meal plan to provide:

1. A minimum of thirty-three and one-third ($33 \frac{1}{3}$) percent of the allowances established in the dietary reference intakes, if the individual is provided one (1) meal per day, pursuant to 42 U.S.C. 3030g-21(2)(A)(ii)(I);

2. A minimum of sixty-six and two-third ($66 \frac{2}{3}$) percent of the allowances established in the dietary reference intakes, if the individual is provided two (2) meals per day, pursuant to 42 U.S.C. 3030g-21(2)(A) (ii)(II); or

3. 100 percent of the allowances established in the dietary reference intakes, if the individual is provided three (3) meals per day, pursuant to 42 U.S.C. 3030g-21(2)(A)(ii)(III);

(e) Altered to meet participant dietary needs such as low sugar, low salt, low fat, or low cholesterol;

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(f) Certified by a Kentucky licensed dietitian or Kentucky certified nutritionist as meeting the nutritional requirements, unless:

1. Meals are provided through an approved national distribution center, and
2. Approved by the DAIL dietitian.

(g) Adhered to without substitution, unless a substitution is approved by the licensed dietitian or certified nutritionist. If a substitution is approved, the nutrition service provider shall provide a copy of the revised menu to the AAAIL; and

(h) 1. Posted in a conspicuous location, including at each congregate meal site and each preparation site; or

2. Provided in advance to each participant receiving home delivered meals.

(3) Special menus which allow for modified meals, religious, ethnic, cultural, or regional dietary practices may be provided if foods and preparations are available.

(4) (a) Additional foods, such as fresh produce, baked items, or donated canned items, may be added to the meal to provide personal satisfaction and additional nutrition but shall not be considered part of the reimbursable program meal. (b) Home-canned foods shall not be used.

(5) (a) If a potluck meal is served at a particular site, a congregate meal shall not be served at that site for that particular mealtime. (b) Home delivered meals shall be provided on the same basis as if the potluck meal had not been scheduled.

In addition to these preparation guidelines, BRADD AAAIL nutrition providers will utilize the following guidelines:

- (1) Prepare foods without adding salt unless salt is specified in the recipe and has been calculated in the nutritional analysis.
- (2) Flavor foods by using herbs, spices, salt-free seasoning, lemon juice, lime juice, vinegar, etc
- (3) When using high sodium condiments such as ketchup, barbeque and teriyaki sauce, prepared mustard, seasoned salts, bouillon, pickles and olives, balance the menu with low sodium choices. Light soy sauce should be used to replace regular soy sauce and used infrequently. Low sodium condiments are strongly encouraged. The sodium content of the condiments should be considered in menu planning.
- (4) Monosodium glutamate, MSG, shall not be used in food preparation.
- (5) Use low fat cooking methods such as baking, broiling or steaming. Minimize the addition of fat to vegetables.

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- (6) Use all types of fish, lean cuts of meat, and poultry without skin.
- (7) Select low sodium versions of canned soups, tomatoes, vegetables, and salad dressings in place of regular canned/bottled items.
- (8) Offer fruit desserts: fruit cup, fruit crisp, fruit cobbler, fruited gelatin
- (9) Select low fat, low sodium cheese when feasible.
- (10) Make sauces and gravies without fat. Add starch to cold liquid, instead of blending starch with fat, before cooking to thicken.
- (11) Substitute vegetable oils (ex. canola oil) for shortening, margarine for butter. The amount of trans and saturated fats should be limited. Lard should not be used.
- (12) Expand the use of fresh and frozen vegetables and fruits, which contain no added salt.

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Menu Requirements

Policy

Menu planning and approval will follow the guides of the State Nutrition Program.

Procedures

(1) Menus shall be:

- (a) Planned with suggestions from participants in the form of comment cards, evaluation forms or food committee.
- (b) Planned for a minimum of one month in advance;
 - 1. Repetition of entrees shall be kept to a minimum.
 - 2. If a cycle menu is utilized, there shall be provisions to include seasonal foods.
 - 3. A cycle menu should be at least five weeks long. Dietary preferences of a majority of the participants shall be reflected.
- (c) Certified in writing by the local LD/CN as meeting the current Dietary Reference Intakes (DRI) (based on nutrient analysis) and current Dietary Guidelines;
- (d) Adhered to with minimal substitution. However, it is known that menus are subject to change when food items are not available.
 - 1. The BRADD/AAAILIL should be notified immediately whenever any menu substitution is made.
 - 2. All changes must also be submitted to the local LD/CN within one week for review and subsequent approval.
 - 3. If indicated by excessive and/or inappropriate substitutions, additional training on menu substitution shall be provided.
 - 4. The appropriateness of the menu changes should be noted by the LD/CN and the menus should then be forwarded to the BRADD/AAAILIL.
- (e) Retained in the BRADD/AAAIL. One copy of the menu, as served, shall be retained for a three-year period; and
- (f) Posted in a conspicuous location, including each congregate meal site and each preparation site.

(2) Notification of the meals to be served shall, be provided to participants receiving home delivered meals.

(3)

- (1) Monitor the provider agency to ensure compliance with the approved menus;
- (2) Provide applicants and participants with information on the nutritional requirements of the program and as a result the meals meet participant dietary needs for low sugar, low salt, low fat and low cholesterol without further modification.

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Food Preparation Guidelines

Policy

The preparation of food for the nutrition program for older adults shall be in accordance with the nutritional guidelines to meet the 1/3 daily nutritional allowance and shall be made pleasing to the taste by utilizing appropriate seasonings that do not alter the nutritional analysis.

Procedure

- (1) (a) Standardized recipes shall be used in food preparation and yield shall be indicated. (b) Recipes shall specify the yield and portion size adjusted for the requirements of the nutrition program for older persons.
- (2) The standards established in this section shall apply for quality control.
 - (a) Food production standards.
 1. The handling and preparation of food shall be conducted in safe and hygienic conditions pursuant to 902 KAR 45:005 State food service code.
 2. Hot foods shall be produced within eight (8) hours preceding service unless otherwise directed in the recipe.
 3. Protein foods shall be cooked completely once the cooking cycle has begun.
 4. Foods to be served cold and neutral temperature foods may be prepared earlier than the preceding eight (8) hours if so directed in the recipe.
 5. Solid and semisolid cooked foods stored under refrigeration shall be placed in containers that are no more than four (4) inches in depth.
 - (b) The holding time for hot foods shall not exceed four (4) hours after preparation.
 - (c) Temperature standards.
 1. Hot foods shall be packed at temperatures of at least 160 degrees Fahrenheit, and the internal temperature of hot foods to be transported shall be at least 135 degrees Fahrenheit during transportation and service.
 2. Cold foods shall not exceed forty-one (41) degrees Fahrenheit during transportation and service.
 3. Thermometers used to check food temperatures shall be:

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- a. Of metal stem-type construction;
 - b. Numerically scaled;
 - c. Accurate to plus or minus three (3) degrees Fahrenheit; and
 - d. Checked periodically to ensure that each thermometer is registering accurately.
4. Food temperatures for both hot and cold items shall be checked and recorded daily at the kitchen and at the site of service. Temperature logs will be maintained.
5. Infrared thermometers may be used for lettuce-based salads, sandwich garnishes, and during the home delivery route to check weekly temperatures of hot and frozen meals.
- (3) (a) Food preparation facilities shall be in compliance with state and local fire, health, sanitation, and safety administrative regulations which apply to food service operations.(b) A food preparation and service kitchen shall be inspected periodically by state and local health officials and the department dietitian.

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Meal Planning - Additional Foods

Policy

Condiments and additives to allow individuals to prepare their meals to their own taste shall be provided when meal appropriate, and shall not be counted as fulfilling any part of the nutritive requirements.

Procedure

- (1) The meal service provider shall provide meal appropriate condiments to include:
 - (a) sugar substitutes;
 - (b) pepper;
 - (c) herbal seasonings such as Mrs. Dash;
 - (d) lemon;
 - (e) vinegar;
 - (f) non-dairy coffee creamer;
 - (g) salt;
 - (h) sugar;
 - (i) mayonnaise,
 - (j) catsup;
 - (k) mustard;
 - (l) fat-free butter flavoring;
 - (m) any other condiments that are meal appropriate

- (2) Butter or margarine shall be provided as appropriate and will count as part of the nutritive value of the meal.

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Policy Potluck meals may be encouraged from time to time.

Procedure

When a potluck meal is served, no congregate meal shall be served at that site. Home delivered meals shall be provided on the same basis as if the potluck meal had not been scheduled.

The promotion of healthy potlucks is encouraged. Some ideas for implementation include:

- (1) Identify and promote healthier food
- (2) Lessons regarding how to keep food safe
- (3) Lead by example

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Supplements

Policy

Vitamin and/or mineral supplements in BRADD Nutrition Program.

Procedure

Vitamin and/or mineral supplements shall not be provided. Medical foods and food for special dietary uses shall not be provided with federal or state nutrition funds.

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Meal Planning - Nutrient Requirements

Policy Meals are pre-planned to meet the required nutritional analysis as verified through the computer assisted nutrient analysis.

Procedure

- (1) Menus shall be documented as meeting the nutritional requirements through computer assisted nutrient analysis.
- (2) When one meal is served per day the following shall be provided:

Nutrient	Amount Required	Notes
Calories	Average for week between 675 and 735 calories per meal	No one meal may be less than 625 calories
Protein	15 – 25% of calories	
Carbohydrate	93 Grams (acceptable range is 85 grams – 105 grams)	This requirement is in keeping with the high incidence of diabetes in Kentucky
Fat	Within a one week period the daily average should be ≤ 30% calories	No one meal may be more than 35% fat. Lard may not be used. Limit trans fats
Fiber	Within a one week period the daily average should be 8 g/meal	
Calcium	400 mg per meal averaged over one week	No one meal may be less than 360 mg
Magnesium	140 mg per meal averaged over one week	No one meal may be less than 126 mg.
Zinc	3.7 mg per meal average over one week	No one meal may be less than 3.33 mg
Vitamin A	300 mcg (RE), averaged over one week	
Vitamin B6	.6 mg per meal averaged over one week	No one meal may be less than .54 mg
Vitamin B12	.8 mcg per meal averaged over one week	No one meal may be less than .72
Vitamin C	30 mg per meal average over one week	No one meal may be less than 27 mg
Sodium	1000 mg per meal averaged over one week when one meal is served per day	No more than 1200 mg per meal

- (3) The menus must be approved using the attached form.

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Menu Approval Sheet For use with Nutritional Analysis for the Kentucky Senior Nutrition Program

Nutrient	1 Meal per Day	
		Check
Energy	No less than 625; Average 675 - 735 for the week	
Protein	15 – 25% of calories	
Carbohydrate	93 grams (acceptable range = 85 to 105 grams)	
Fat	Weekly average should be ≤ 30% calories (never more than 35%)	
Fiber	8 grams average over one week	
Calcium	No meal less than 360 mg 400 mg per day for weekly average	
Magnesium	No meal may be less than 126 mg 140 mg per meal averaged over one week	
Zinc	No meal less than 3.33 mg 3.7 mg per meal averaged over one week	
Vitamin A	300 mcg (RE) averaged over one week	
Vitamin B6	No meal less than .54 mg .6 mg per meal averaged over one week	
Vitamin B12	No meal less than .72 mcg .8 mcg per meal averaged over one week	
Vitamin C	No meal less than 27 mg 30 mg per meal averaged over one week	
Sodium	no one meal more than 1200 mg ≤ 1000 mg averaged over one week	

I certify that, to the best of my knowledge, each meal in the attached menus provides one-third of the current Recommended Dietary Allowances of the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.

Signature: _____

Date:

Licensed Dietitian/ Certified Nutritionist

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Meal Requirements

Policy

Congregate, home-delivered, and emergency menus shall certify that each meal served contains the equivalent of one-third of the dietary reference intakes as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. In addition, menus shall comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture.

Procedures

Requirements for One Meal per Day

(1) Congregate, home delivered and emergency menus must furnish one-third of the Recommended Dietary Allowance/Adequate Intake (a part of the Dietary Reference Intake)

Requirements for Two Meals Daily

(1) Congregate, home delivered and emergency meal providers serving two meals per day must furnish a total of two-thirds of the Recommended Dietary Allowance / Adequate Intake (a part of the Dietary Reference Intake)

(2) If the two meals are not served to the same population, **each** meal must meet the requirements for one meal.

(3) In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are two different populations and each meal must meet the requirements for one meal per day.

(4) Home delivered meal and congregate housing participants who receive two meals daily should meet the requirements for two meals.

Requirements for Three Meals Daily

(1) Congregate, home delivered and emergency meal providers serving three meals per day to the same population must provide 100% of the Recommended Dietary Allowance / Adequate Intake (a part of the Dietary Reference Intake)

(2) In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are different populations and each meal must meet the requirements for one meal per day.

(3) Home delivered meal and congregate housing participants who receive Three meals daily should meet the requirements for three meals.

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Food Procurement

Policy

BRADD will utilize sources that meet the nutritional requirements of the 902 KAR 45:005.

Procedures

(1) Foods purchased for use in the nutrition program shall be obtained from sources which conform to the nutritional requirements of 902 KAR 45:005.

(2) All foods purchased for use in the Nutrition Program shall be of good quality. All foods used in the nutrition program must meet the standards of quality, sanitation and safety.

(a) Term contracts may be used for repetitively purchased items.

(b) Fixed quantity contracting shall be used if definite items and quantities can be determined for future delivery dates.

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Kitchen Approval

Policy: Barren River AAAIL will request kitchen operation and approval from DAIL before preparation of any meals begins.

Procedure

Barren River staff will follow guidelines for 910 KAR 1:190, section 11. Kitchen approval.

(1) A new kitchen preparing a congregate meal or home delivered meal shall not become operational until inspected by the following:

- (a) A local health department for compliance with applicable health codes;
- (b) A local fire department for compliance with fire and building safety codes;
- (c) An Barren River AAAIL staff will utilize and be in compliance with DAIL-NP-17.96, Kitchen Checklist; and

(d) The department utilizing the DAIL-NP-17.96, Kitchen Checklist, submitted in accordance with Section 10(1)(b)1. and 2. of this administrative regulation, for compliance with:

- 1. Facility specifications;
- 2. Food preparation; and
- 3. Clean up.

(2) The department shall notify the AAAIL of kitchen operation approval within ten (10) days of the initial on-site visit.

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Food Safety and Personal Hygiene

Policy

The handling and preparing of food shall be conducted in safe and hygienic conditions to ensure the safety of the food service workers and participants of the nutrition program.

Procedures

- (1) Standards for food handling and personal hygiene shall be in accordance with the State Food Service Code (902 KAR 45:005).
- (2) These standards include but are not limited to the following:
 - (a) Hairnets, hats or scarves shall be required for all persons preparing food. Persons serving food shall wear appropriate hair restraints to prevent the contamination of food, equipment and utensils. All staff and volunteers shall wear protective clothing such as aprons or smocks. Disposable gloves shall be used to serve those foods, which are not served with utensils.
 - (b) All staff and volunteers shall be free of contagious disease and transmittable infections while preparing and serving food.
 - (c) Hands shall be washed before starting work and as often as necessary to keep them clean particularly after smoking, eating, drinking, or using the toilet. Hand sinks shall be accessible.
 - (d) Food handlers' certificates shall be up-to-date and posted, when required by the local regulatory agency.
 - (e) All vehicles used to transport food shall be kept clean and sanitary.

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Nutrition Site Operation

Policy

BRADD AAAIL will follow the DAIL NP 1796 Kitchen Checklist and request approve from the department to operate a nutrition site.

Procedure

1)

(a) Congregate meal services shall be funded at a site if the site has been approved by the department, in accordance with this section.

(b) The services shall not become operational until the department grants written approval through review of:

1. A completed DAIL-NP-17.96 Kitchen Checklist; and

2.

a. Pictures documenting compliance with the checklist; or

b. An on-site visit by the department.

(2) Prior to approval of any site, it shall be inspected by the following:

(a) A local health department for compliance with applicable health codes;

(b) A local fire department for compliance with fire and building safety codes; and

(c) The department for compliance with 42 U.S.C. 3027(a)(8).

(3) A site shall:

(a) Be located as near as possible to the target group of individuals;

(b) Comply with the confidentiality and disclosure requirements of KRS 194A.060(2);
and

(c) Be clearly identified to the public with a sign.

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(4)

(a) Selection of a site to offer congregate meal services shall be based on information on older people in its service area and on the advice of public and voluntary agencies serving the elderly.

(b) The following factors shall be given consideration in choosing a site:

1. Demographic information and projections;
2. Accessibility to the maximum number of people who are socially or economically deprived;
3. Proximity to other services and facilities;
4. Convenience to public or private transportation or location within comfortable walking distance for participants;
5. Clear of structural barriers or difficult terrain; and
6. The safety and security of participants and staff.

(5) A site shall:

(a) Take necessary actions to create for handicapped older people barrier-free access and movement within the facility in conformance with the requirements of 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973;

(b) Make arrangements for security of site equipment, furniture, and files;

(c) Have signs visible for exits, entrances, and other areas of importance;

(d) Adopt procedures for fire safety, including:

1. Fire drills;
2. Inspection;
3. Maintenance of fire extinguishers; and
4. Training by fire department personnel; and

(e) Maintain and repair the site.

(6) A site that does not meet the requirements of subsection (5) of this section shall comply with a corrective action plan administered by the department.

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(7)

(a) A site shall have an individual, either volunteer or paid staff, who shall be responsible for the administration of the site.

(b) At least one (1) staff person or trained volunteer shall be present at the site during hours of operation.

(c) A site shall have available the following minimum services:

1. At least one (1) hot meal in accordance with Section 4 of this administrative regulation;
2. Outreach services that may be funded by Title III-B or Title III-C;
3. Information and referral; and
4. Nutrition education.

(d) An optional service may be home-delivered meals.

(e) A congregate meal shall be:

1. Prepared on site;
2. Catered; or
3. Prepared in a central kitchen.

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Frozen Meal Participant Assessment / Reassessment

Policy

All potential frozen meal recipients receive an initial assessment to determine the need for a frozen meal or other non-traditional meal. Each frozen meal recipient will be re-assessed at least annually.

Procedure

- (1) Each potential frozen meal participant will be assessed prior to being enrolled in the program.
 - a. The assessment will be conducted by the BRADD/AAAIL Staff Case Manager.
 - b. Client will indicate that it is their choice to receive a non-traditional or frozen meal
- (2) A reassessment will be conducted at least annually to evaluate a participant's ability to continue in the frozen meal program
- (3) If a need for a reassessment is identified through the daily contact, recent hospitalization, or other means before the six month reassessment is due, then a reassessment will be completed immediately.
- (4) The frozen meal assessment and reassessment will include the appropriate assessment/reassessment form based on the funding source, Title III C or Homecare.
- (5) The frozen meal assessment/reassessment includes an evaluation of the participant's ability to:
 - a. Prepare and consume the meal themselves or with readily available assistance
 - b. Availability of appliances; microwave, toaster oven, etc. to properly heat the meal
 - c. Availability of food storage facilities available to store the meals; refrigeration, freezer, etc.
 - d. Client's choice to receive non-traditional or frozen meal.
- (6) All assessment/reassessment forms are attached to this policy and procedure.
- (7) If the assessment/reassessment reveals that a frozen meal program is not appropriate for a participant then the following will be implemented:
 - a. The Case manager will assess the situation on an individual basis.
 - b. The Case manager will review all formal and informal supports available to the client.
 - c. The client will be referred to the following programs based on their individual circumstances and preferences: Hot Home Delivered Meals, Community Care Program for meals preparation, Consumer Directed Options Program, Home Health Programs and churches.
 - d. The case manager will follow up with the client to ensure services are provided.
- (8) All participant assessments and follow ups will become part of the client's record.

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Frozen Meal Preparation

Policy

Frozen home delivered meals shall be provided five (5) or more days per week. Each meal shall comply with the Dietary Guidelines for American and provide a minimum of thirty-three and one-third percent (33 1/3%) of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. The preparation, storage, and transporting of the meals shall be in compliance with Kentucky's Retail Food Code, 902 KAR 45:005. Foods purchased for use in the Barren River Nutrition program shall be of good quality and shall be obtained from sources which conform to federal state and local standards for quality, sanitation and safety.

Procedure (1) Frozen meals are assembled using primarily precooked frozen products. Occasionally ambient temperature foods are used. Packaging of leftover food is not allowed.

(2) Food shall be portioned into individual meals (three compartment microwavable/oven-safe tray) immediately after portioning. This step will occur in the kitchen where the food is prepared.

(3) The meals shall be sealed, labeled with the contents, name of company, date according to when prepared, and instructions for preparation.

(4) When large quantities of frozen meals are being portioned, they will be put in the freezer at least every thirty minutes. Therefore, no portioned meals will be held in the kitchen without refrigeration for more than thirty minutes.

(a) Freezing times: cooked potentially hazardous foods shall be cooled: (1) within two (2) hours from 135 degrees F to 70 degree 135° F. to 70° F and (2) within a total of 6 hours from 135° F to 41° f or less. Potentially hazardous food shall be cooled within 4 hours to 41° F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.

(5) Meals are stored in a walk in freezer. Frozen Meals are stored in freezers at 0° degrees Fahrenheit. Freezer temperatures are monitored and recorded daily for monitoring purposes.

(6) A delivery schedule is maintained with each route driver. The Catered Meals provider will deliver frozen meals within two hours to the local senior center.

(7) All frozen foods will be placed in coolers packed with bagged ice and/or cold packs, or transported in freezer trucks, and maintained frozen throughout entire process. Neutral menu items such as raisins, cookies and granola bars are packed separately. Catered Meals staff will monitor the frozen meals during the transportation process to ensure meals are kept frozen.

(8) Food preparation facilities shall be in compliance with state and local fire, health, sanitation and safety regulations which apply to food service operations.

(9) Standards for food handling and personal hygiene shall be in accordance with the State Food Service Code governed by 902 KAR 45:005.

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Frozen Meal Safety During Transportation

Policy

Frozen Meals will be kept frozen during all aspects of transportation. Delivery routes are kept as short as possible to facilitate temperature retention;

Procedures

- (1) All frozen meals are delivered to the senior centers within two hours by the caterer. Delivery routes are kept as short as possible to facilitate temperature retention;
- (2) All frozen meals components are packed with bagged ice and/or cold packs in coolers. Neutral menu items such as raisins, cookies and granola bars are packed separately.
- (3) All meals are kept frozen until they are delivered to the homebound participants.
- (4) All meals are observed by senior center staff upon arrival, sorted and grouped and placed in the freezer for holding until delivery.
- (5) The senior center will utilize the alternate vendor policy when foods appear thawed, damaged or unsafe.
- (6) Frozen meals are stored in freezers at 0 degrees Fahrenheit
- (7) Freezer temperatures are monitored and documented daily.
- (8) Senior Center drivers deliver frozen meals within one hour.
- (9) Assistance is given to the home delivered meals participant to ensure frozen meals are placed in the freezer immediately upon arrival to the home.
- (10) Participants are given a copy of the menu plan.

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Nutrition Education for Frozen Meal Participants

Policy

Frozen meal participants will receive nutrition education materials at least monthly that are designed to improve their nutritional status, their food safety knowledge and/or their overall knowledge of the relationship between nutrition and health promotion/disease prevention.

Procedure

- (1) Nutrition screenings are conducted every year on all frozen meal participants. Nutrition materials must be approved by the State dietitian/certified nutritionist.
- (2) Nutrition education materials will be delivered monthly at the same time that the participant receives their monthly menus.
- (3) In addition to nutrition education materials, the providers who distribute nutrition services are encouraged to provide homebound older individuals medical information that has been approved by health care professionals. This information includes, but is not limited to, brochures and information on how to get vaccines such as for influenza, pneumonia, and shingles.

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Evaluation of Home Delivered Meals (includes frozen) and Congregate Meals

Policy

At least annually all participants who are receiving home delivered (includes frozen) and congregate meals will have the opportunity to evaluate the meal program and provide valuable feedback, menu suggestions, and general comments.

Procedure

- (1) Menu Planning for Home Delivered Meals shall include input from participants through annual satisfaction surveys distributed by the Barren River AAAIL Staff Case Managers. Suggestions may also come from food production staff, site managers, home delivered meals drivers and AAAIL staff.
- (2) The information gathered from the client satisfaction survey is compiled and summarized for further review by the AAAIL person responsible for the meal program.
- (3) The licensed dietitian/certified nutritionist, the AAAIL person who is responsible for the meal program and the nutrition program provider receives copies of the summary and review
- (4) As appropriate, suggestions and comments from the participants should be incorporated in the home delivered and congregate meals program.
- (5) AAAIL Staff Case Managers explain the quality assurance for all services during each reassessment, which has the Aging Director's name and phone number. Through this process all clients are given the opportunity to give input and comment anytime.
- (6) Participants are given an opportunity to provide comments about frozen meals when meals are delivered. Drivers are trained to document any client comments on the delivery sheet.
- (7) Clients may also comment and provide input during their contact with the case managers.

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Contacts for Frozen Meal Participants

Policy

Contact, either face-to-face or by phone, will be made with each recipient of frozen meals daily or weekly based on the participant's assessed need. This contact is either made by the driver delivering the meals or by a designated individual; either employee, volunteer or family member. The contact will promote socialization and provide a wellness check.

Procedure

(1) The case management staff will assess all frozen meal recipients for the need for daily or weekly contact. Frail, isolated participants without a support system that have a history of falls or a high risk of falls, a deficiency of three (3) or more ADL/IADLs, and are at high nutritional risk shall be contacted daily.

(2) The case management staff will make arrangements for contacts when the frozen meal recipient is enrolled in the elderly nutrition program.

(3) The case manager will identify the frequency of the contact and the type of contact. A description of the arrangements will be recorded in the participant's care plan and will be updated each time an assessment or reassessment is completed.

(4) Community resources will be utilized to assure that all frozen meal recipients are contacted daily. Such resources include but are not limited to:

- a. Family members
- b. Neighbors
- c. Church members
- d. Volunteers from the senior centers
- e. Homemakers
- f. Homecare aides

(5) The purpose of the daily or weekly contact shall be:

- g. Daily wellness check
- h. Socialization
- i. Identification of any changes that would interfere with participant's ability to prepare and consume their frozen meal

(6) The person making the contact will notify the case manager immediately when a significant need or change in a participant's status is suspected as a result of the contact.

(7) When the case manager is notified of a possible concern, an updated assessment will be initiated and the participant will be evaluated to determine their ability to continue as a participant in the frozen meal program.

(8) BRADD/AAAIL will monitor the effectiveness of this policy and procedure when conducting the required home delivered meal program monitoring.

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Emergency Meal Requirements

Policy

Provisions shall be made for furnishing emergency meals during inclement weather conditions, power failure, or any disaster that may cause isolation or create a special need.

Procedure

An emergency meal shall:

(a) Be shelf stable, frozen, freeze-dried, dehydrated, modified atmosphere packaging, or a combination of these types of meals;

(b) Meet the nutritional requirements of this program;

(c) Follow a menu that has been:

1. Approved by a certified nutritionist or licensed dietitian;

2. Planned for a minimum of three (3) days; and

3. Delivered, reported, and billed in the same month; and

(d) Use frozen meals only if the:

1. Participant is able to store, prepare, and consume the meal alone or with available assistance; and

2. Delivery system is arranged so that storage time after delivery is minimal.

(3) Water shall be provided, if necessary, to prepare a meal.

(4) The menu plan shall include some foods which require no cooking prior to consumption.

(5) One (1) dish meals may be used if the nutritional requirements of the Dietary Guidelines of Americans are met.

(6)

(a) Foods may be taken to the nutrition site.

(b) A participant may assist with packaging foods for distribution if the participant is a volunteer at the nutrition site.

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- (7) An emergency meal package shall be distributed to the eligible homebound client receiving home delivered meals.
- (8) Emergency meals may be used for a congregate participant if the center is closed
- (9) For reporting purposes, these meals shall be counted during the month in which they are distributed.

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Nutrition Services Incentive Program (NSIP)

Policy BRADD receives Nutrition Services Incentive Program (NSIP) from the Department of Aging and Independent Living. NSIP funds are used to expand meals in the BRADD.

Procedure

1. Additional funding received from the NSIP for the nutrition program shall be used exclusively to purchase food and shall not be used to pay for another nutrition-related service or for state or agency administrative costs.
2. The DAIL disburses NSIP monies to the Barren River AAAIL based upon the AAAIL's proportion of the total number of eligible meals served in the state.
3. The Barren River AAAIL shall:
 - (a) Expend NSIP monies within the fiscal year funds are allocated by the department;
 - (b) Use the NSIP funds to expand the total number of meals provided in the district and state;
 - (c) Not use the NSIP funds to reduce funds from any other grant or contract which the provider may be given;
 - (d) Maintain records to show the amount of cash received and how it was expended;
 - (e) Only use the NSIP funds to purchase:
 1. Foods approved by the United States Department of Health and Human Services or other foods produced in the United States of America; or
 2. Meals if the cost of the meal is quoted as a unit of service cost which includes both food and labor. Ready to serve meals may be purchased on a unit of service cost basis if each meal contains food equivalent in value to the current rate of reimbursement; and
 - (f) Serve meals through a nutrition service provider under the jurisdiction, control, management, and audit authority of the department and AAAIL and to eligible individuals.
4. Financial records kept by the nutrition service provider shall show:
 - (a) Meals provided are bid without regard to NSIP reimbursement;

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(b) NSIP funds are used as a revenue source for expansion of meals served in the state;

(c) The unit of service cost of a meal is not reduced in anticipation of future NSIP reimbursement but is stated as a true cost in both bidding and reporting procedures; and

(d) Monthly financial reports reflect NSIP expenditures.

5. NSIP funding shall not be used for the following situations:

(a) Meals served to individuals, guests, or staff less than sixty (60) years of age;

(b) Meals served to a person who is paying a set fee for the meal;

(c) Meals that are served to consumers that meet income eligibility criteria under other programs;

(d) Meals used as a non-federal match for other federal program funding;

(e) Alcoholic beverages and vitamin supplements;

(f) Sponsored meals if a set fee or charge is involved; or

(g) Meals served to individuals in nursing homes, adult day care, or assisted living facilities if the meal is a part of the per diem.

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Nutrition Program Costs

Policy

Complete and accurate information regarding the cost of nutrition program is critical to the statewide operation of the program and reporting costs at the state and federal levels.

Procedure

A standardized single method for computing actual meal costs shall be used. This computation shall be referred to as the ready-to-serve meal cost and the food service and delivery cost.

(1) Ready-to-serve meal costs shall include the following:

(a) The cost of raw food, including food purchased with NSIP cash resources;

(b) The costs of serving supplies, disposables, cleaning materials, and noncapital items used in the preparation of food;

(c) The costs of labor for food preparation, cooking, portioning of foods, and delivery of food to the site of service. Labor costs shall include:

1. Fringe benefits;

2. Wages for persons who prepare and maintain the sanitary condition of the kitchen and storage areas; and

3. Wages paid for time spent in food and supplies inventorying, storing and receiving, and in direct supervision of employees;

(d) Equipment costs for capital items such as a:

1. Range;

2. Dishwasher;

3. Truck or van;

4. Steam table; or

5. Freezer;

(e) The costs of space, related utility costs, equipment operation, maintenance and repair costs; and

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(f) The nonlabor costs of transporting food, food storage, insurance, and general liability.

(2) Food service and delivery costs shall include:

(a) The total labor costs for serving foods and for home delivery of meals to a participant;

(b) Mileage and maintenance of vehicle costs for home delivery of meals;

(c) Costs incurred for nutrition education and nutrition outreach services; and

(d) Project management costs, including personnel, equipment, and supply costs.

(3)

(a) A food service contract bid shall be structured in accordance with Kentucky's Procurement Code, KRS Chapter 45A.

(b) Meals shall:

1. Be bid without regard to funding source; and

2. Contain both a meal preparation cost and a delivery cost.

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District Nutrition Funding

Policy The district nutrition program may include meals or nutrition services from various sources:

Procedures The district nutrition program will keep track of the various nutrition funding sources separately and according to the following:

- (1) Congregate or home delivered meals funded by the OAA;
- (2) Home delivered meals as specified in 910 KAR 1:180 funded by the State Homecare Program;
- (3) A congregate meal as specified in 910 KAR 1:160 funded by the State Adult Day and Alzheimer's Respite Program;
- (4) NSIP funding for expansion of meals served in the state; or
- (5) Other funds designated in the AAAIL's approved area plan, such as United Way or other local funding

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Nutrition Screening/Assessment/Counseling

Policy:

Nutrition screening shall be provided for all participants of the Nutrition Program for Older Persons at least annually.

Procedure:

(1) Complete nutrition risk assessment annually on all clients of center-based services.

(2) If the score is 6 +, the center manager should do the following steps:

- Discuss the nutritional survey with the client
- Request that the client take the survey with them to their doctor the next time they go to ensure that the doctor is aware of their nutritional status.
- The senior center manager conducts a follow-up. The manager provides educational materials; group discussions at the senior center and referrals are made to health care providers in the area i.e. a dietitian. Centers may also assist with transportation to health care providers.
- Discuss with the participant other services available, such as shopping, food banks, food stamps etc.
- If needed (for congregate), will refer to case managers for in-home services.

(3) The Senior Center manager should complete the follow up regarding their Nutrition Risk Assessments and document in the client's chart.

(4) The Senior Center manager will ensure the documentation is noted in the client; record if these steps are taken and will complete a follow up on the client.

(5) The Senior Center manager will complete the Nutrition Risk Assessment in SAMS.

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Nutrition Screening

	YES
I have an illness or condition that made me change the kind and/or amount of food I eat.	2
I eat fewer than 2 meals per day.	3
I eat few fruits or vegetables or milk products.	2
I have 3 or more drinks of beer, liquor or wine almost every day.	2
I have tooth or mouth problems that make it hard for me to eat.	2
I don't always have enough money to buy the food I need.	4
I eat alone most of the time.	1
I take 3 or more different prescribed or over-the-counter drugs a day.	1
Without wanting to, I have lost or gained 10 pounds in the last 6 months.	2
I am not always physically able to shop, cook and/or feed myself.	2
TOTAL	

- Nutrition Counseling
- Social Services and Nutrition Counseling
- Nutrition Education and Counseling
- Education, Counseling, and Treatment Programs
- Oral Health & Nutrition Counseling
- Social Services
- Social Services and Mental Health Programs
- Nutrition Counseling
- Nutrition Education and Counseling
- Social Services and Nutrition Counseling

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Restaurant Meal Vouchers

Policy:

Restaurant meal vouchers may be used by participants of the Nutrition Program to receive nutrition services at a prior approved restaurant as an alternative to a congregate setting.

Procedure

- (1) The Policy and Procedure manual shall be approved by DAIL prior to implementation and will include the process for:
 - (a) Determining eligibility for restaurant meals (Title IIIC);
 - (b) Issuing vouchers for restaurant meals;
 - (c) Restaurant reimbursement for a voucher (i.e. one voucher equal 1 meal and the cost of the meal);
 - (d) Signature of the participant and authorized restaurant personnel on each voucher;
 - (e) Participants picking up the vouchers and receiving nutritional education at the time the vouchers are distributed;
 - (f) Receiving donations and the suggested donation;
 - (g) Tracking donations separately from other programs;
 - (h) Tracking the number of vouchers issued and the number of vouchers used;
 - (i) Vouchers having an expiration date of thirty days from the day of issue;
 - (j) Tracking and disposal of voucher that have not been redeemed.
 - (k) Utilizing non reproducible paper for vouchers or a stamp;
 - (l) Meals being consumed in a congregate setting, no meals are allowed to be carried out. Taking leftovers home is acceptable;
 - (m) Nutrition screening that meets requirements of DAIL-NP-17.22;
 - (n) Determining the participants satisfaction through comment cards and satisfaction surveys;
 - (o) Senior centers utilizing reservations for meals when restaurant vouchers are utilized in the area they serve;
 - (p) Determining the food cost of restaurant meals to include the cost of creating the vouchers in addition to the cost of the restaurant;
 - (q) Identify restaurants that are participating in the voucher program.
- (2) Participants in the restaurant meal voucher program shall be:
 - (a) Provided with a list of restaurants that accept the vouchers;
 - (b) Provided additional information needed to redeem the vouchers such as requirement for signatures, time to pick up vouchers next month, evaluation of the program, program restrictions such as no carry out meals, tips, etc.

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- (3) BRADD/AAAIL shall utilize a method for determining the number of restaurant meal vouchers that will be issued, allowing for the number to be adjusted as needed.
- (4) Meals shall meet the nutrient requirements of DAIL – NP- 17.9.8.
- (5) Participating restaurants shall:
 - (a) Be reimbursed for meals via an approved voucher;
 - (b) Provide proof of certificate of occupancy, last 2 food safety inspections, and fire department inspections;
 - (c) Serve only complete, approved meals;
 - (d) Provide detailed meal cost information;
 - (e) Meet Americans with Disabilities Act requirements;
 - (f) Comply with temperature requirements and maintain temperature records;
 - (g) Be approved by DAIL to provide meals through the voucher program prior to providing services.

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DAIL and BRADD Incorporation By Reference

(1) The following material is incorporated by reference:

(a) "DAIL-NP-17.96 Kitchen Checklist", edition 5/12; and

(b) "Dietary Guidelines for Americans 2020-2025", U.S. Department of Agriculture, and U.S. Department of Health and Human Services.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Cabinet for Health and Family Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. and may be accessed online at the following Web sites:

(a) Kitchen checklist – <https://chfs.ky.gov/agencies/dail/Documents/DAIL-NP-17.96KitchenChecklist.pdf>; and

(b) Dietary Guidelines for Americans – www.dietaryguidelines.gov.