

**NEW YORK STATE OFFICE FOR THE AGING**

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Andrew M. Cuomo, Governor

An Equal Opportunity Employer

Greg Olsen, Acting Director

<b>PROGRAM INSTRUCTION</b>	<b>Number</b>	<b>19-PI-26</b>
	<b>Supersedes</b>	<b>90-PI-26</b>
	<b>Expiration Date</b>	<b>N/A</b>

**DATE:** October 10, 2019

**TO:** Area Agency on Aging Directors

**SUBJECT:** Nutrition Program Standards

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**ACTION REQUESTED:** To adhere to these Program Standards to ensure all local Area Agencies on Aging (AAA) are compliant with the Older Americans Act Nutrition Program requirements as described in the New York State regulations governing the Nutrition Services and Programs.

These standards are effective as of date of issue.

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

**RESPONSE DUE DATE:** None

**PURPOSE:** The purpose of this Program Instruction (PI) is to transmit revised standards for nutrition services.

**BACKGROUND:**

Nutrition Program Standards were developed and distributed in March 1986 and revised in May 1990. Since that time there has been several regulatory and programmatic changes that have occurred. Many of these changes have been addressed through the issuance of NYSOFA Program Instructions. These revised and updated standards

reflect current regulations based on the Older Americans Act, SNAP, USDA, NYS Regulation 9 NYCRR §6654.10 and other NYSOFA requirements. Note that the attached standards are a companion document to the controlling regulations (9 NYCRR §6654.10). The standards are intended to provide supplemental guidance.

**PROGRAMS AFFECTED:**

- |   |   |   |   |                                 |
|---|---|---|---|---------------------------------|
| <input checked="" type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |   |                                 |
| <input type="checkbox"/> Title III-D            | <input checked="" type="checkbox"/> Title III-E   | <input checked="" type="checkbox"/> CSE           | <input checked="" type="checkbox"/> WIN | <input type="checkbox"/> Energy |
| <input checked="" type="checkbox"/> EISEP       | <input checked="" type="checkbox"/> NSIP          | <input type="checkbox"/> Title V                  | <input type="checkbox"/> HIICAP         | <input type="checkbox"/> LTCOP  |
| <input type="checkbox"/> NY Connects            | <input type="checkbox"/> Other:                   |   |   |                                 |

**CONTACT PERSON:** Nutrition Unit

**TELEPHONE:** 518.473.5108

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## **INTRODUCTION**

1. The area agency must establish and operate congregate and home delivered nutrition services programs that serve to:
  - a. reduce hunger and food insecurity;
  - b. promote socialization of older individuals; and
  - c. promote the health and well-being of older individuals by assisting such individuals to 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.
2. The area agency must assess the level of need for congregate and home-delivered nutrition services in the planning and service area.

## **I. PROGRAM MANAGEMENT**

### **A. General Policy**

1. The Area Agency on Aging (AAA) shall ensure that the AAA and its nutrition providers will comply with all applicable Federal, State, and Local laws, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, and with Federal and State regulations, program standards, standard assurances and Program Instructions of the New York State Office for the Aging (NYSOFA) that apply to such activities.
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, including but not limited to, experience and appropriate training
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## **B. Monitoring**

The Area Agency on Aging shall ensure that:

1. There is a written policy for the monitoring of all contracted and directly provided nutrition services. Monitoring and technical assistance activities are documented.
2. Monitoring of nutrition services is conducted in accordance with NYSOFA's monitoring requirements and include a review of nutrition program specific requirements.

## **C. Contributions**

The Area Agency on Aging shall ensure that each nutrition service provider shall implement contribution policies and procedures consistent with NYSOFA's Program Income Policy.

## **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. Workers' compensation
  - d. Unemployment
  - e. Products liability
  - f. Personal liability, including volunteers
  - g. Bonding/Commercial Insurance Policy covering losses from employee theft

## **E. Congregate 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 and equipment, consistent with local/state health department regulations
  - e. Responsibility for fire inspections
  - f. Obtaining Health Department permits
  - g. Insurance coverage for items owned by the provider
  - 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
  - l. Certificates of Occupancy

## **F. Contracts with Service Providers**

The Area Agency on Aging shall ensure that:

1. All contracts are written according to Federal, State and local standards and reference the State Sanitary Code, NYSOFA Standard Assurances and these Program Standards.
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
  - k. Meal service requirements
  - l. Other applicable policies and procedures
  - m. All applicable items listed in section E-1 (Site Agreements) above.

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. The area agency shall have a full-time staff person or equivalent who directs all activities related to the nutrition program which may include the planning, preparation and delivery of nutritious meals and supportive services. This person is responsible for nutrition oversight and operations; supervision of contractors providing food service and other nutrition services. This person must have requisite knowledge and experience in nutrition and food service.
3. The services of a Registered Dietitian or Registered Dietitian Nutritionist, hereafter referred to as Registered Dietitian, are utilized for an adequate amount of time to perform nutrition related responsibilities as described in 9 NYCRR §6654.10. Job responsibilities may include but are not limited to monitoring meal preparation sites, congregate sites, and home delivered meal delivery, menu planning and certification, development of nutrition information and education programs, providing nutrition counseling, diet prescription reviews, participation in case management and participant team reviews, providing technical assistance and training, and administrative activities. If an area agency is unable to hire or contract with a Registered Dietitian, an area agency, with the approval of NYSOFA, may hire or contract with a New York State certified dietitian/nutritionist.
  - a. A minimum of 16 hours per week is required unless fewer hours are authorized after consultation with, and approval of, NYSOFA.
  - b. Paid, volunteer, and in-kind consulting dietitians have a written agreement which specifies hours of consultation and responsibilities.
  - c. A registered dietitian on the staff of, or working as a consultant for, a nutrition services provider that is a subcontractor to the area agency may fulfill the responsibilities of menu planning and certification, development of nutrition information and education programs, providing nutrition counseling, diet prescription reviews, and participation in case management and participant team reviews. The hours of the registered dietitian employed by the subcontractor will count toward fulfillment of the minimum hours required.
4. Each provider has a sufficient number of trained staff to meet nutrition service needs.

5. Each kitchen and congregate site must have an individual designated as responsible for its operation.
6. Each provider must conduct orientation for new staff and volunteers and provide training at least quarterly. Agendas and attendance must be documented. Required topics include:
  - a. Procedures for emergency situations (ex: safety training, fire safety, medical issues, weather related)
  - b. Food safety and sanitation

#### **H. Record Retention**

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 temperature logs: congregate and HDM
  - b. Site, kitchen, and route monitoring reports
  - c. Health Department inspection reports
  - d. Nutrition education programs, surveys, and units of service
  - e. Nutrition counseling client files and units of service
  - f. Menus as served and nutrient analysis
  - g. Food cost and inventory records and production sheets
  - h. Participant surveys and evaluations
  - i. Physician diet orders
  - j. Participant, staff and volunteer meal service records e.g., sign-in sheets
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. Contribution collection and deposit records
  - d. All income and expense records
  - e. Contract, budget, and payroll/timesheet documents
  - f. AAA monitoring reports of contracted nutrition providers and directly provided nutrition services

## **II. PARTICIPANT ELIGIBILITY AND ASSESSMENTS**

### **A. Congregate Nutrition Services Eligibility**

1. Any person age 60 or older and the spouse of such a person is eligible to participate in congregate nutrition services.
2. Individuals with disabilities under the age of 60 who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided may also be served.
3. In accordance with procedures established by the area agency:
  - a. individuals with disabilities under the age of 60 who reside at home with an eligible older individual may be offered congregate nutrition services on the same basis as meals are provided to eligible participants; and
  - b. individuals under the age of 60 who provide volunteer services to the meal program during meal hours may be offered a meal on the same basis as meals are provided to eligible participants.

### **B. Home Delivered Nutrition Services Eligibility**

1. Any person age 60 or older is eligible to receive home delivered meals, provided that such person:
  - a. is incapacitated due to accident, illness, or frailty;
  - b. lacks the support of family, friends, or neighbors; and
  - c. is unable to prepare meals due to a lack of or inadequacy of facilities, an inability to shop, cook, or prepare meals safely, or a lack of appropriate knowledge or skill.
2. The spouse of an eligible recipient, regardless of age or condition, may receive home delivered meals if, according to criteria established by the area agency, receipt of such meals is in the best interest of the eligible participant.
3. In accordance with procedures established by the area agency:
  - a. individuals with disabilities under the age of 60 who reside at home with an eligible participant may receive home delivered meals if, according to criteria established by the area agency, receipt of such meals is in the best interest of the eligible participant; and
  - b. individuals under the age of 60 who provide volunteer services to the meal program during meal hours may be offered a meal on the same basis as meals are provided to eligible participants.

### **C. Assessments**

1. The area agency shall ensure that each person referred for or requesting home delivered meals is assessed to determine the need for such services as follows:
  - a. a comprehensive client assessment, consistent with NYSOFA guidelines, must be completed prior to initiating service;
    - i. in individual cases of emergent need for meals to be initiated before an assessment is conducted (i.e. hospital discharge referral), the assessment must be conducted within ten business 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, and description of emergent nature of need;
  - b. client assessments must be conducted by a person who has the same qualifications as staff who perform assessments for other community-based long-term care services;
  - c. reassessments are done at least every 12 months. Case managed clients receive a documented contact every 2 months and non-case managed clients must receive a documented contact every 6 months; and
  - d. appropriate referrals, with the consent of the participant or their representative, must be made when other needs are identified through the assessment process (e.g. nutrition counseling, transportation, personal care).

### **III. MEAL SERVICE AND DELIVERY**

#### **A. Congregate Meals Program Service Delivery and 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. Congregate sites are located in as close proximity to the majority of eligible older individuals' residences as feasible.
3. All sites must be in an area that is easily accessible to the target population and in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
4. Congregate nutrition program provides at least one hot or other appropriate meal per day, five or more days a week. Exceptions may only be made in a rural area where such frequency is not feasible, and a lesser frequency is approved by NYSOFA.
5. All sites are open at least one hour before and after the meal is served to permit all participants to eat a leisurely meal, enjoy social contact, and take advantage of other services at the site.
6. The program provides nutrition education, nutrition counseling, and other nutrition services, as appropriate, based on the needs of meal participants.
7. To the maximum extent possible there is space available for supportive services (which protects the privacy of individual participants), educational services, and/or recreational services and activities.
8. Meals are provided in congregate settings, including adult day care facilities and multigenerational meal sites and may include restaurant- based sites.
9. All sites must be open to the public so that eligible participants may gain access. There must not be a requirement to be a member, pay an entrance fee, be a resident, or participate in another program or service in order to gain access to the congregate meal.
10. Participants are registered in accordance with NYSOFA's reporting requirements.

11. Participants are monitored for the possible need for home delivered meals instead of congregate meals and referrals are made as necessary.
12. Each nutrition services provider (direct or contracted) shall alert the area agency to conditions or circumstances which may endanger the participant, other participants, workers, volunteers, meal site or household.

### **B. Home Delivered Meals Program Service Delivery and Accessibility**

The Area Agency on Aging shall ensure that:

1. The home delivered meals program provides maximum accessibility to older persons in greatest social or economic need with particular attention to low income minority individuals.
2. The home delivered meals program provides at least one home delivered meal per day, five or more days a week. Exceptions may only be made in a rural area where such frequency is not feasible, and a lesser frequency is approved by NYSOFA.
  - a. Such meals may be hot, cold, frozen, dried, canned, or fresh foods and, as appropriate, supplemental foods.
3. The home delivered meals program provides nutrition education, nutrition counseling, and other nutrition services, as appropriate, based on the needs of meal participants.
4. To the extent possible, the home delivered meals program makes available medical information approved by health care professionals, such as informational brochures and information on how to get vaccines, including vaccines for influenza, pneumonia, and shingles, in the individuals' communities.
5. Each nutrition services provider (direct or contracted) shall alert the area agency to conditions or circumstances which may endanger the participant, other participants, workers, volunteers, meal site or household.

### **C. Provision of Meals to Guests and Staff Under Sixty**

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 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 to staff under sixty at the guest rate.

#### **D. Third-Party Reimbursement**

The Area Agency on Aging shall ensure that:

1. The area agency shall seek appropriate reimbursement from third-party payers (public and private) when such participants' nutrition services are or may be covered by another funding source.
  - a. There are written agreements concerning the reimbursement of meal cost pertaining to community-based residential care facilities, community-based service providers, and other public or private third-party payers.
2. Nutrition services providers under contract with an area agency to provide nutrition services seek appropriate reimbursement from third-party payers (public and private) to pay for congregate and home delivered nutrition services provided to covered participants when such participants' nutrition services are or may be covered by another funding source. This would include community-based residential care facilities, community-based service providers, and other public or private third-party payers.
  - a. Nutrition services providers have written agreements concerning reimbursement of meal cost (based on actual costs per meal), participation of covered individuals, and other policies, procedures, and conditions in accordance with NYSOFA's standards.

#### **E. 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 attention made to limit hot holding time before they are consumed. Potentially hazardous foods (as defined in New York State Sanitary Code Subpart 14-1.31) are held, delivered and served at temperatures 45 degrees Fahrenheit or below, or 140 degrees Fahrenheit or above.
2. Foods are portioned for service as indicated on approved menus.
3. Each nutrition services provider in accordance with applicable laws and regulations accommodates the needs of individuals with disabilities or limited mobility and has available for use upon request appropriate food containers, utensils, and other assistive devices.

4. When feasible and appropriate, arrangements are made for the availability of meals to participants in weather-related emergencies.
5. There are written procedures concerning;
  - a. the provision of food and/or meals in weather related or other emergencies or disasters;
  - b. the cancellation of meals;
  - c. notification of service delays or closings;
  - d. restrictions concerning the drop-off of home delivered meal(s);
  - e. the allowance of or prohibition against participants taking part or all their meal home for later consumption regarding food safety issues and participant responsibility; and
  - f. the provision of appropriate food containers and utensils for individuals with disabilities.
6. Clients receiving home delivered meals are instructed on the requirements of receiving a meal and the use and safe handling of the meal.

## **IV. MENU AND NUTRIENT REQUIREMENTS**

### **A. Menu Planning**

The Area Agency on Aging shall ensure that:

1. Participants' comments on meals are solicited at a minimum of annually.
2. Participants' comments on meals are considered when planning menus.
3. Menus are planned based on a minimum of a four-week cycle.
4. Menus are planned based on recommendations of the current Dietary Guidelines for Americans.
5. Menu items are evaluated to ensure their suitability to program operations.
6. Menus are prominently displayed at each site and food preparation area.

### **B. Nutrient Content**

The Area Agency on Aging shall ensure that:

1. Menus are certified by a registered dietitian; with signature and date and provide the following:
  - a. A minimum of 33 1/3 percent of the dietary reference intakes (DRIs) if 1 meal is provided per day
  - b. A minimum of 66 2/3 percent of the dietary reference intakes (DRIs) if 2 meals are provided per day
  - c. 100 percent of the dietary reference intakes (DRIs) if 3 meals are provided per day
2. A nutrient analysis or meal pattern documentation is available for all meals provided. If nutrient analysis software is not used, documentation that the daily meal pattern (provided in Appendix A) was followed, is to be available for all meals provided. Documentation can be a completed form as provided in Appendix B, or a locally developed form which includes all the elements of Appendix B.
3. Any deviation from the planned menu is noted and approved prior to service by a registered dietitian, project director or other designated person (s).
4. Vitamin and mineral supplements are not purchased with program funds.

5. 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 or medical condition warrants their sole use.

### **C. Therapeutic/Religious/Cultural Diets**

The Area Agency on Aging shall ensure that:

1. The nutrition services provider provides meals where feasible and appropriate to meet the dietary needs and preferences arising from the health requirements, religious requirements, or cultural meal preferences of eligible individuals.
  - a. In determining whether special menus are feasible and appropriate, the nutrition services provider must consider:
    - i. whether there are sufficient people needing the special menus to make their preparation practical; and
    - ii. whether the foods and skills necessary to provide the special menus are available.
  - 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 kept on file and are updated annually.

## **V. FOOD SERVICE OPERATIONS**

The Area Agency on Aging shall ensure that:

1. All facilities used for meal preparation and/or service delivery meet all applicable Federal and State requirements, including the State Sanitary Code Part 14-1 requirements, and all local health, sanitation, building, fire and safety regulations.
2. Food costs using NYSOFA administered funding are accurately determined and calculated on a quarterly basis.
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 Registered Dietitian certified menu requirements.

## **VI. FIRE, BUILDING AND HEALTH CODE COMPLIANCE AND SAFETY PROCEDURES**

### **A. Facility Compliance and Safety Procedures**

The Area Agency on Aging shall ensure that:

1. NYSOFA approval has been granted for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the agency for NYSOFA to review.
2. NYSOFA has been notified of any commercial caterer, restaurant, hospital, nursing home, school or "Meals on Wheels" which provides meals under an agreement with a NYSOFA administered program.
3. NYSOFA approval is received prior to any changes in the status of the operation of meal sites, kitchens or caterers and restaurant-based sites and such changes are accurately reflected in the NYSOFA meal site roster.
4. All sites and food preparation facilities (contracted and directly operated) are inspected annually by the local Department of Health. Inspection reports and follow-up documentation on compliance issues are kept on file with the area agency.
5. All facilities are in compliance with the NY State Sanitary Code and display operation permits.
6. All facilities have written confirmation or permit posted that they comply with Fire Department or Buildings Department regulations.
  - a. Exits are clearly identified, well-lit and free of obstacles/clutter.
  - b. Fire extinguishers are strategically placed and inspected annually.
  - c. Evacuation plans are posted.
7. Fire drills are conducted annually at all congregate sites and documented.

### **B. Food Service Practices Compliance**

The Area Agency on Aging should ensure that:

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

2. Time and temperatures of potentially hazardous foods (as defined in New York State Sanitary Code Subpart 14-1.31) shall be taken and recorded as follows:
  - a. Final cooking temperatures.
  - b. Bulk food temperatures must be taken prior to delivery, at delivery and at serving time.
  - c. HDM end route temperatures must be taken monthly for each route.
3. Outbreaks of suspected food-borne illnesses are reported to the local Health Department, NYSOFA and the Area Agency on Aging immediately.

## **VII. NUTRITION EDUCATION**

The Area Agency on Aging shall ensure that:

1. Nutrition education and information is approved by the registered dietitian.
2. Nutrition education and information is provided by or under the direction of a registered dietitian.
  - a. Nutrition information is provided to congregate and home delivered meal participants at least monthly.
  - b. Nutrition education presentations are provided at each congregate site at a minimum of six times annually. Each presentation can fill the requirement of the provision of nutrition information at that congregate site for the month.
3. An annual nutrition education and information plan/schedule is developed and implemented.
  - a. Participants' needs, comments and requests are considered when planning programs.
4. Evaluative methods are in place to determine the effectiveness of nutrition education and information activities.

## **VIII. NUTRITION COUNSELING**

The Area Agency on Aging shall ensure that:

1. A screening/intake process adequately identifies participants who require a referral for nutrition counseling.
2. A registered dietitian evaluates the participants' nutritional needs and develops an appropriate care plan.
3. Nutrition counseling and follow-up activities are documented.
4. Evaluative methods are in place to determine the outcome of nutrition counseling intervention.

## **IX. USDA PROGRAMS**

### **A. Reimbursement for Eligible Meals**

The Area Agency on Aging shall ensure that:

1. Nutrition service providers receive Nutrition Services Incentive Program (NSIP) reimbursement 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 33 1/3 percent of the dietary reference intakes (DRIs);
  - b. Are served to eligible participants: persons 60 years of age or older, their spouses, individuals with disabilities and volunteers as defined in the participant eligibility section of this document. Reimbursement may not be claimed for meals served to guests, which include staff under 60 years of age; and
  - c. Are served by an agency which is under the jurisdiction, control, management, and audit authority of the Area Agency on Aging.
3. NSIP funds shall be used to:
  - a. Purchase
    - i. United States agricultural commodities and other foods produced in the United States for nutrition services programs; or
    - ii. Meals furnished 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.
  - b. Increase the total number of meals served.
  - c. Improve the quality of the meals served.
4. To receive NSIP reimbursement, the number of eligible meals must be reported to NYSOFA as required.

### **B. Commodity Program**

The Area Agency on Aging shall ensure that:

1. A signed agreement is on file between the area agency 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 NYSOFA are 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. Supplemental Nutrition Assistance Program (SNAP)**

The Area Agency on Aging shall ensure that:

1. Efforts are made to assist participants in accessing SNAP benefits.
2. If applicable, there is a written policy concerning the certification of nutrition services providers to accept SNAP benefits as voluntary contributions for meals.
3. To the extent possible, assistance will be given to certifying agencies and other organizations that help eligible older individuals access benefits.

### **X. SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP)**

The Area Agency on Aging shall ensure that nutrition service providers participating in the Senior Farmers' Market Nutrition Program comply with NYSOFA and NYS Department of Agriculture and Markets requirements.

Food Group	Meal Pattern		
	1 Meal per Day Minimum	2 Meals per Day Minimum	3 Meals per Day Minimum
<b>Protein</b>	2 oz. or equivalent	4 oz. or equivalent	6 oz. or equivalent
<b>Fruit /Vegetables</b>	3 servings	6 servings	9 servings
<b>Grains/ Whole Grains</b>	2 servings, 1 ounce each. One of the 1 ounce servings must be whole grain	4 servings, 1 ounce each. Two of the 1 ounce servings must be whole grain	6 servings, 1 ounce each. Three of the 1 ounce servings must be whole grain
<b>Dairy</b> Use of fat free or low-fat dairy encouraged	1 serving	2 servings	3 servings
<b>Oils</b>	1-2 tsp optional	2-4 tsp optional	4-6 tsp optional
<b>Sodium</b> Use of low sodium foods and non-processed foods encouraged	500-800 mg per meal using label information	1000-1600 mg per day using label information	1500-2400 mg per day using label information
<b>Calories</b>	Minimum 600 calories per day not to exceed 750 calories	Minimum 1200 calories per day not to exceed 1500 calories	Minimum 1800 calories per day not to exceed 2150 calories

## Notes:

The amount per meal estimates provision of 1/3 of the DRIs.

“Servings” per USDA ChooseMyPlate.gov.

Caloric Value (2,000 calories/day) based on a 71+ year old male, less than 30 minutes physical activity per day. The caloric requirement for women 71+, less than 30 minutes physical activity/day, is 1,600 calories/day, per USDA ChooseMyPlate.gov

Note: Use of the meal pattern does not necessarily ensure that meals meet 33 1/3% of the DRIs and the Dietary Guidelines for Americans. Meals are likely to require specific types of fruits and vegetables, whole grains, and high fiber foods in order to ensure the key nutrients are met per USDA ChooseMyPlate.gov.

Menu Cycle: \_\_\_\_\_

Menu Day: \_\_\_\_\_

(One form is needed for each day of the menu cycle.)

Food Group	Food Based Menu Approval Form Per Day		
	1 Meal Food Components	2 Meals Food Components	3 Meals Food Components
<b>Protein</b> 2 oz. or equivalent per meal			
<b>Fruit /Vegetables</b> 3 servings per meal			
<b>Grains/Whole Grains</b> 2 servings per meal, 1 ounce each. One of the 1 ounce servings must be whole grain.			
<b>Dairy</b> 1 serving per meal. Use of fat free or low-fat dairy encouraged.			
<b>Oils</b> 1-2 tsp per meal			
<b>Sodium</b> 500-800 mg per meal using label information. Use of low sodium foods and non-processed foods encouraged.			
<b>Calories</b> Minimum 600 calories per meal not to exceed 750 calories per meal.			

I certify that, to the best of my knowledge, each meal meets 1/3 DRIs and the most recent version of the Dietary Guidelines for Americans.

RD/RDN Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Nutrition Program: \_\_\_\_\_