

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

PROGRAM INSTRUCTION

Number 13-PI-19

Supersedes

Expiration Date

DATE: August 22, 2013

TO: AAA Directors

SUBJECT: Congregate Meal Site Roster
(Replacement of NYSOFA 119 Form)

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ACTION REQUESTED: NYSOFA has developed a web-based application to allow AAA's to enter information regarding all of their congregate sites. The Congregate Meal Site(s) Roster uses a format similar to what is being used in the Annual Implementation Plan (AIP) and NYSOFA has already downloaded existing information to the site to make the transition from the paper 119 to this system as seamless as possible. AAA's are required to review the information already available for their AAA; update the listings where appropriate; and, add additional site information to the data base. This meal site page has been added to the NYSOFA Budgeting and Reporting Systems page. Staff will use their individual NYSOFA IDs and passwords to log in. The link for this is: <http://www.reporting.aging.ny.gov>

RESPONSE DUE DATE: The target date for having the meal site lists updated and revisions made where necessary is October 15, 2013.

PURPOSE: For many reasons, most notably in times of disaster, NYSOFA is called upon to provide updated lists of local congregate meal sites. Although the AIP does include information on meal sites it does not provide a complete list and only shows those where changes are taking place. This new web-based list will be automated allowing for updates and revisions to be made as needed. It will replace the 119 form, Nutrition Site and Kitchen Approval Request Notification of Caterer & Operation

Changes. Changes and discontinuation of sites will be entered as part of the AIP process, and, as always, changes may also require the submission of an Attachment C form by the AAA. This process remains unchanged.

BACKGROUND: The roster makes use of the congregate site list prepared by Bureau of Community Environmental Health & Food Protection as part of their inspections. We have used this list to prepopulate the site names and addresses on the roster. We have learned from conversations with AAAs that this list may not include all sites and may include locations that are just a meal preparation location. In addition to the site name a number of questions are included that had previously been on OFA 119. When you access the site there is a pull down select line at the top where you can see and select your meal sites. Once a site is selected the page will populate their address information.

The additional questions are generally self-explanatory. There are now two address sets, street and mailing. This will enable the mapping of the sites. If sites are tagged to be discontinued a revision will need to be done to the Plan and possibly an Attachment C completed.

Other questions that were added that were not on the 119 form include: Does site have an EBT machine or access to EBT technology to accept contributions through the Federal SNAP; the Certified Occupancy (Number of people) that can use the site at any one time; and, Is this site used to provide meals during disasters/emergencies' and, does this site have a generator

- PROGRAMS AFFECTED:**
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|--------------------------------------|---|---|--|---------------------------------|
| <input 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 type="checkbox"/> Title III-E | <input type="checkbox"/> CSE | <input checked="" type="checkbox"/> SNAP | <input type="checkbox"/> Energy |
| <input type="checkbox"/> EISEP | <input checked="" type="checkbox"/> NSIP | <input type="checkbox"/> Title V | <input type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP |
| <input type="checkbox"/> Other: | | | | |

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