Attachment J New York State Office for the Aging

Social Adult Day Services Nutrition Requirements

Background:

The Nutrition Program for the Elderly (NPE) was established as a federal program through the Older Americans Act in 1972. The purposes of the program are:

(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 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**.**spacer image

NYSOFA provides programs and services statewide, including nutrition services, through its network of 59 area agencies on aging. The program provides nutritious meals to eligible participants in community-based group dining (congregate) and through home delivery. Approximately 24 million meals are provided annually from about 1000 meal sites and preparation kitchens. In most cases, eligible participants must be 60 years old or older. There is no income or means-test for the program and participants are given an opportunity to make a suggested voluntary contribution. About half of all area agencies on aging have contracts to provide meals to eligible clients of the Long-Term Home Health Care Program (LTHHCP).

NYSOFA Regulations: NYSCRR Title 9; Subtitle Y; Part 6654 Services; Sect 6654.20 Social Adult Day Care Programs; (d) Program standards; (1) Services standards; (iv) Services; (a) Required services; (4) Nutrition :

(i) Nutrition means providing nutritious meals for participants who are attending the program at normal meal times and includes offering snacks and liquids for all participants at appropriate times.

(ii) Meals shall be consistent with standards set forth in this Part for a nutrition program for the elderly site and as established by the Office, unless

(A) participant meals are brought by the participant or

(B) the program participates in the USDA Child and Adult Care Food Program.

(iii) If meals are prepared by participants and/or staff as part of a planned activity of the program, such meals to the extent possible shall be consistent with standards set forth in this Part for a nutrition program for the elderly site and as established by the Office.

What is this?

*(ii) Meals shall be consistent with standards set forth in this Part for a nutrition program for the elderly site and as established by the Office*

This portion initially refers to 6654.10 and 6654.11 of NYSOFA regulations, as amended in 1999. Section 6654.10 describes requirements of area agencies on aging concerning the nutrition program supported by federal, state and local funding. Section 6654.11 describes requirements of nutrition program providers concerning the nutrition program. NYSOFA regulations for the nutrition program are based on and must comply with federal requirements specified in the Older Americans Act of 1965 as amended in 2006: Title III-C and its sub-parts. In addition, nutrition programs must comply with NYSOFA program standards (90-PI-26).

What are the requirements?

- Must meet established federal requirements (OAA Title III-C Sub-Part 3, Section 339)

(1) solicit the expertise of a dietitian or other individual with equivalent education and training in nutrition science, or if such an individual is not available, an individual with comparable expertise in the planning of nutritional services, andspacer image

(2) ensure that the project—

(A) provides meals that—

(i) comply with the most recent Dietary Guidelines for Americans, published by the Secretary and the Secretary of Agriculture, andspacer image

(ii) provide to each participating older individual—

(I) a minimum of 33 1/3 percent of the spacer imagedietary reference intakesspacer image established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the project provides one meal per day,

(II) a minimum of 66 2⁄3 percent of the allowances if the project provides two meals per day, and

(III) 100 percent of the allowances if the project provides three meals per day, and

(iii) to the maximum extent practicable, are adjusted to meet any special dietary needs of program participants,

(B) provides flexibility to local nutrition providers in designing meals that are appealing to program participants,

(C) encourages providers to enter into contracts that limit the amount of time meals must spend in transit before they are consumed,

(F) comply with applicable provisions of State or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual,

(G) ensures that meal providers solicit the advice and expertise of—

(i) a dietitian or other individual described in paragraph (1),

(ii) meal participants, and

(iii) other individuals knowledgeable with regard to the needs of older individuals,spacer image

-Must meet State regulations and Program Standards as issued by NYSOFA

NYSCRR Title 9; Subtitle Y; Part 6654 Services:

Section 6654.10 (e), (g), (h), (i), (j), (k), (l) and Section 6654.11 (c), (d), and (e)

90-PI-26 Nutrition Program Standards

I. Program management

G. Staffing Requirements

4. Registered or registration eligible dietitian is used for an adequate amount of time to perform nutrition related responsibilities

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

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

I. Program Management

H. Record Retention

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

a. Food temperatures

c. Health Department inspection reports

g. Menus as served and nutrient analysis

h. Food cost and inventory records and production sheets

j. Physician diet prescriptions

III. Meal Service and Delivery

D. Meal Service

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

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

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

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

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

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

IV. Menu and Nutrient Requirements

A. Menu Planning

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

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

3. Menus are planned based on recommendations contained in the current dietary guidelines

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

B. Nutrient Content

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

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

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

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

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

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

C. Therapeutic/Religious/Ethnic Diets

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

a. The provision of therapeutic diets or modifications is consistent with NYSOFA guidelines and are approved by a registered dietitian.

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

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

V. Fire, Building, Health Code Compliance and Safety Procedures

A. Facility Compliance

4. All sites and food preparation facilities are inspected annually by the local Health Department. Inspection reports and follow-up documentation on compliance issues are on file.

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

a. All facilities are clean and provide adequate lighting, heat and ventilation.

b. Windows and doors in kitchens rind dining rooms are equipped with screens where necessary.

c. Extermination services are provided as needed by an exterminator or provider staff certified by the NYS Department of Environmental conservation as a pest control operator.

B. Food Service Practices Compliance

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

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

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

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

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

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

6. The preparation and storage of frozen meals are consistent with DOH guidelines.

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

VII. Food Service Operations

A. Purchasing/Cost

1. Food, equipment and supply specifications meet commercial standards for quality, sanitation and safety.

2. Food is obtained from approved sources that comply with all laws related to food and food labeling.

B. Inventory/Equipment Maintenance

1. Food and supply storage space are adequate and comply with Part 14 of the State Sanitary Code.

C. Food Production

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

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

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

4. Standardized recipes are used for food production.

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

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

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

Resources:

2010 Dietary Guidelines for Americans

<http://www.cnpp.usda.gov/dgas2010-policydocument.htm>

Dietary Reference Intakes:

<http://nutritionandaging.fiu.edu/DRI_and_DGs/DRI_Table%20_4_%20pages.pdf>

Best practices:

* Create contract with area agency on aging for the provision of meals to social adult day care programs (most direct way to comply with the regulations governing meals);
* Consider co-locating a social adult day care program at an existing community dining site;

Contact information: Director of the area agency on aging covering the geographic area of the social adult day care program. They are able to discuss contract and/or co-location possibilities.

General Information on CACFP

About the program:

<http://www.health.ny.gov/prevention/nutrition/cacfp/aboutcacfp.htm>

Program Description/ contact information:

<http://www.health.ny.gov/prevention/nutrition/cacfp/overview.htm>

Reimbursement Rates:

<http://www.health.ny.gov/prevention/nutrition/cacfp/reimbrates.htm>