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TECHNICAL ASSISTANCE MEMORANDUM   **Number** 21-TAM-01

Supersedes

Expiration Date

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DATE: March 26, 2021

TO: Area Agency on Aging Directors

SUBJECT: Capturing Feeding Activities During the COVID-19 Public Health Emergency

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PURPOSE: The purpose of this Technical Assistance Memorandum is to transmit the attached guidance titled "Capturing Feeding Activities During the COVID-19 Public Health Emergency". The intention is to provide technical assistance on how to appropriately capture feeding activities and related disaster relief services provided during the COVID-19 Public Health Emergency.

BACKGROUND: This guidance is intended to provide clarification on how to categorize and record feeding activities and related disaster relief services provided by Area Agencies on Aging. The flexibilities reflected in the document are specific to the point in time for which the document was developed. Please note, this guidance provides feedback on frequently occurring scenarios but is not all inclusive.

PROGRAMS AFFECTED: ☒ Title III-B   ☒ Title III-C-1   ☒ Title III-C-2

☒ Title III-D   ☒ Title III-E   ☒ CSE   ☒ WIN   ☐ Energy

☒ EISEP   ☒ NSIP   ☐ Title V   ☐ HIICAP   ☐ LTCOP

☒ NY Connects   ☒ Other

CONTACT PERSON: Aging Services Representative

Capturing Feeding Activities During the COVID-19 Public Health Emergency

April 21, 2020
UPDATED August 11, 2020
UPDATED October 2020 (Consumable Supplies Definition aligned with Standard Definition in 20-PI-10)

At this time, when reporting activities, aging network staff should first consult standard definitions of services and use your best judgment to select the appropriate service type. When new tools and direction are shared, the intent is to provide assistance in response to questions and provide clarity for moving forward in reporting activities. Past reporting entries do not need to be amended in order to align with the new information. **Therefore, it is not required to change reporting entries already made into the Statewide Client Data System.**

This updated Feeding Activities document contains a new service type, Consumable Supplies. Consumable Supplies fills a gap which had existed in available service types and enables reporting of essential disaster relief activities undertaken by the network. Consumable Supplies will remain as a permanent service type which will continue to be available after the COVID-19 pandemic to be used for both disaster and non-disaster provision of items of basic necessity. The formal service definition is as follows:

Consumable Supplies
Definition: Purchase of consumable supplies or material aid to meet basic necessities to benefit an older adult and/or their family caregiver. The supplies or material may include, for example, groceries, cleaning supplies, masks, gloves, continence items, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), cell phone access or internet access.
Unit: Activity

Note: ADRC Coronavirus Preparedness and Response Supplemental Appropriations Act funds can be used for consumable supplies and are not limited by age.

Feeding Activities

The table below is designed to assist in the determination of how to categorize and record feeding activities and related disaster relief services during the COVID-19 public health emergency.

Activity	Service Type	Funding Notes	Data System Notes

Providing **information** on food resources and **assisting** with connection to those resources	**Information and Assistance (I&A)**	See latest guidance from NYSOFA	<u>If NY Connects/ NY Connects ILC call/contact</u>:
			 - Service type:
			    - Other-I&A-NY Connects
			    - Other-I&A-NY Connects ILC
			
			<u>If non-NY Connects I&A call/contact</u>:
			 - Can record in any workflow path
			 - Service type: I&A
			 - Use Service Ticket.

Directly facilitating obtaining food resources (but **NOT funding actual food***) - By being 'middle-man' for **ordering** - By **delivering** to home	**In-Home Contact and Support**: *If groceries were funded, also report Consumable Supplies (below).	See latest guidance from NYSOFA	Each "food ordering" or "food delivery" = one service unit (Contact). The fund(s) are used to pay for the staff time for ordering/delivering the food and related expenses such as gasoline/mileage for delivery.

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Activity	Service Type	Funding Notes	Data System Notes

Funding food for in-home consumption (i.e., **grocery/pantry items**), but NOT in form of complete/ready-to-eat meals.
 	
In addition to groceries, purchased items may also include: cleaning supplies; masks; gloves; personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies); cell phone access; or internet access.
	Consumable Supplies **
	
	If delivery to home was funded, also report as In-Home Contact and Support (above).
		See latest guidance from NYSOFA
		
		<u>Exceptions:</u>
		If NY Connects/ NY Connects ILC:
		Do not use NY Connects EE or NY Connects EE - ILC funds
			Consumable Supplies is a new service type in the "Other Services" category.
			
			Available in all workflow paths EXCEPT:
			    - Legal,
			    - Sr. Center Rec & Ed,
			    - HIICAP,
			    - additional Other Services workflow paths (e.g., Counseling, Discount Card, Employment, Energy Assistance).
			
			Unit Type: Activity.
			
			Report the cost of purchasing the food or other items under Consumable Supplies.

Meals provided in a congregate or **group setting** and eaten with another person **(in-person or virtually)**, such as coordinating a buddy system or virtual congregate site via Zoom, FaceTime, GoToMeeting, etc. where people dine together.	**Congregate Meal**	See latest guidance from NYSOFA If served to individual under 60 years of age, see "Under 60 Meal" Table <u>Exceptions:</u> **Do not use NY Connects EE or NY Connects EE - ILC funds**	All clients Age 60+ receiving Congregate Meals are expected to be registered. During the public health emergency, if Client Registration is not possible it is expected that the client is identified as being served due to COVID emergency in the system. The meals, in this case are reported using "Aggregate Event" or on the Event Units Entry page under "Event Details" section to enter total meals served. Please do not duplicate the service units.

Funding food for in-home consumption in the form of **meals (complete/ready-to-eat)** that are a **minimum of 534 calories**. Can be hot, chilled, frozen, shelf-stable. Can be delivered, take-home, grab-and-go.	**Home Delivered Meals**	See latest guidance from NYSOFA If served to individual under 60 years of age, see "Under 60 Meal" Table **Do not use NY Connects EE or NY Connects EE - ILC funds**	All clients Age 60+ receiving Home Delivered Meals are expected to be registered. During the public health emergency, if Client Registration is not possible it is expected that the client is identified as being served due to COVID emergency in the system. The meals, in this case are reported using "Aggregate Event" or on the Event Units Entry page under "Event Details" section to enter total meals served. Please do not duplicate the service units.

**Consumable Supplies

Definition: Purchase of consumable supplies or material aid to meet basic necessities to benefit an older adult and/or their family caregiver. The supplies or material may include, for example, groceries, cleaning supplies, masks, gloves, continence items, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), cell phone access or internet access.

Unit: Activity

Note: ADRC Coronavirus Preparedness and Response Supplemental Appropriations Act funds can be used for consumable supplies and are not limited by age.

Meals to Individuals Under Age 60

The table below is designed to assist in the determination of what funding to utilize when serving meals to individuals under 60 years of age during the COVID-19 public health emergency.

Basis for eligibility of individual under 60 years of age	Funding to Utilize	NSIP Eligible or Ineligible

If Under 60 Meal would have been able to be funded with state/federal funds before the public health emergency because one of these eligibility categories is true:
- caregiver under 60
 	
- under 60 person(s) living in the home of an older person receiving home delivered meals (i.e. spouse; disabled adult child; kinship care).
 	
- AAAs also have the option to have their own policy which allows them to serve a meal to:
 	
   o individual providing volunteer services to meal prog.
 	
   o individual with disabilities who resides in housing facility occupied primarily by older individuals at which congregate meals are provided.
	Then fund using traditional state/federal funds and/or associated COVID stimulus funds
	
	Do not use NY Connects EE or NY Connects EE - ILC funds
		NSIP Eligible
		
		Current service levels will not impact future NSIP funding. Next year's NSIP allocation for New York State will be based on 2019 (pre-COVID) reporting.
		
		Note: NSIP eligibility is primarily driven by the participant eligibility, rather than the funding source.

	You may want to consider reserving the **ADRC** Coronavirus Preparedness and Response Supplemental Appropriations Act funds for serving individuals otherwise unable to be served with traditional aging funds (as in row below) to maximize funds.	

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| If Under 60 Meal would not have been able to be funded with state/federal funds before the public health emergency because the individual is:

- Individual under 60 with disabilities who does not live with a Home Delivered Meals recipient.

- Individual under 60 with disabilities who does not live in a housing facility occupied primarily by older individuals at which congregate meals are provided. | **Then can serve meal through NY Connects (reported through NY Connects) and use ADRC Coronavirus Preparedness and Response Supplemental Appropriations Act funds**

Do not use NY Connects EE or NY Connects EE - ILC funds

Should not use traditional state/federal funds and associated COVID stimulus funds (unless eligible as in row above)

Note: ADRC Coronavirus Preparedness and Response Supplemental Appropriations Act funds:
- can also fund other basic necessities and,
- are not limited by age. | **NSIP Ineligible**

Current service levels will not impact future NSIP funding. Next year's NSIP allocation for New York State will be based on 2019 (pre-COVID) reporting.

Note: NSIP eligibility is primarily driven by the participant eligibility, rather than the funding source. |