

<b>3200</b>		<b>Nutrition Services</b>	
<b>3201</b>		<b>Overview</b>	
<b>3201</b>	<b>3201.1</b>	This section provides an outline of the Division of Aging and Adult Services operational policies and procedures for Nutrition Services and reporting requirements. This policy section is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging (AoA).	
	<b>3201.2</b>	The Division of Aging and Adult Services, through its contracts with the Area Agencies on Aging (AAA), shall provide nutrition services to older adults and eligible persons with disabilities. For older adults, adequate nutrition may be especially important because of their increased vulnerability to chronic disease and conditions which may impair their functionality, their access to adequate food and nutrition and their ability to live at home in the community.	
		Individuals at highest risk for poor nutrition and the resultant health consequences include people who:	
		<b>A</b>	Are age 85 or older
		<b>B</b>	Are minorities
		<b>C</b>	Are low income
		<b>D</b>	Live alone
		<b>E</b>	Have a disabling condition that interferes with the ability to shop and prepare meals
		<b>F</b>	Have limited English proficiency
		<b>G</b>	Are at risk for institutional placement
	<b>H</b>	Have multiple chronic diseases	
	Adequate nutrition is integral to healthy aging and the prevention or delay of chronic diseases and disease-related disabilities. Congregate nutrition services improve a participant’s physical and mental health and prevent more costly interventions. Home delivered nutrition services enable older adults to avoid or delay costly institutionalization and allow him/her to stay in their home and community.		
	<b>3201.3</b>	The objectives of the nutrition services include a range of related services for older adults that enable them to live independently in their home and community by:	
		<b>A</b>	Providing nutritious and appealing meals
		<b>B</b>	Preserving and promoting health and preventing disease
<b>C</b>		Reducing malnutrition risk and improving nutritional status	
<b>D</b>		Reducing social isolation and increasing social interaction	
<b>E</b>		Linking older adults with other community-based services such as physical activity programs, community health, transportation, legal services and case management services	
<b>F</b>		Providing an opportunity for meaningful community involvement (i.e. volunteering)	

<b>3200</b>	<b>Nutrition Services</b>		
<b>3202</b>	<b>Authority and Statutory Requirement</b>		
<b>3202</b>	<b>3202.1</b>	Nutrition Services are authorized and governed by the following statutes and regulations:	
		<b>A</b> Older Americans Act, P.L. 109-365, Sections 306, 312, 313 and 339 <a href="http://www.aoa.gov/AoARoot/AoA_Programs/HCLTC/Nutrition_Services/index.aspx">http://www.aoa.gov/AoARoot/AoA_Programs/HCLTC/Nutrition_Services/index.aspx</a>	
		<b>B</b> CFDA 93.053; Nutrition Services Incentive Program <a href="http://www.law.cornell.edu/uscode/42/usc_sec_42_00003030---a000-.html">http://www.law.cornell.edu/uscode/42/usc_sec_42_00003030---a000-.html</a>	
		<b>C</b> A.R.S. § 46-141; Finger printing and background checks <a href="http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/46/00141.htm&amp;Title=46&amp;DocType=ARS">http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/46/00141.htm&amp;Title=46&amp;DocType=ARS</a>	
		<b>D</b> A.R.S. § 13-3623; Vulnerable adults <a href="http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/03623.htm&amp;Title=13&amp;DocType=ARS">http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/03623.htm&amp;Title=13&amp;DocType=ARS</a>	
		<b>E</b> A.R.S. § 41-1758.03 Fingerprint Clearance Cards <a href="http://www.azdps.gov/services/Fingerprint/">http://www.azdps.gov/services/Fingerprint/</a>	
	<b>3202.2</b>	The AAA must ensure that service providers comply with the following:	
		<b>A</b>	A fingerprint based criminal background check shall be completed at time of hire, or as a result of reassignment after hire, on employees and volunteers who have direct contact with vulnerable individuals including those who are mentally disabled, frail, or have a chronic disease that puts them at risk for abuse (see A.R.S. § 46-141). See also the Arizona Department of Economic Security Special Terms and Conditions - Professional Services / Optional Auto / Children-Vulnerable Adult / Bonding AAA, section 5

<b>3200</b>	<b>Nutrition Services</b>		
<b>3203</b>	<b>Operational Procedures for Nutrition Services Eligibility</b>		
<b>3203</b>	<b>3203.1</b>	The following individuals are eligible to receive a meal at a congregate nutrition site:	
		<b>A</b> An individual age sixty or older	
		<b>B</b> The spouse of an individual age sixty or older. The spouse may be of any age	
		<b>C</b> An individual with a disability, under age sixty who resides in a housing facility occupied primarily by older individuals at which congregate nutrition services are provided	
		<b>D</b> An individual with a disability who resides at home with and accompanies an older individual who participates in the program	
		<b>E</b> A volunteer under age sixty who provide services during the meal hour(s)	
	<b>3203.2</b>	The following individuals are eligible to receive home delivered meals:	
		<b>A</b>	An individual sixty years of age or older who has functional limitations, as described in Section 3100 of the Division of Aging and Adult Services Policy and Procedures Manual, which restrict his/her ability to obtain and prepare appropriate meals within his/her home and has no other meal preparation assistance. Individuals must be assessed as moderately to severely impaired in two areas of Instrumental Activities of Daily Living and one of the Instrumental Activities of Daily Living must be meal preparation. Other eligibility criteria apply for Home Delivered Meals as described in Section 3100 of the Division of Aging and Adult Services Policy and Procedures Manual
		<b>B</b>	The significant other (spouse or domestic partner) of an individual defined in sections 3203.1.A and 3203.2, regardless of age or condition where receipt of the meal is in the best interest of the eligible home delivered meal participant.
		<b>C</b>	An individual with a disability under age sixty who resides with a person defined in 3203.1.A where receipt of the meal is in the best interest of the eligible home delivered meal participant
<b>D</b>	An individual with a disability, under age sixty, who has functional limitations, as described in the Division of Aging and Adult Services Policy and Procedures Manual (see section 3103) which restricts their ability to obtain and prepare appropriate meals within their home and has no other meal preparation assistance. Funds other than Older Americans Act must be expended for persons in this category.		

<b>3200</b>		<b>Nutrition Services</b>	
<b>3203</b>		<b>Operational Procedures for Nutrition Services Eligibility</b>	
<b>3203 (CONTINUED)</b>		<b>E</b>	The (live-in) caregiver of an individual defined in sections 3203.1.A and 3203.2, regardless of age or condition where receipt of the meal is in the best interest of the eligible home delivered meal participant. Older Americans Act Title III-C cannot be expended for persons in this category. If Title III-E funds are used, the service is provided as a Supplemental Service of the Family Caregiver Support Program, and the service must be shown to complement the care of the caregiver, and can only be provided on a limited basis. Refer to the Division of Aging and Adult Services Policy and Procedure Manual, Section 3600 – Family Caregiver Support Program, sections 3603 and 3604.
	<b>3203.3</b>	The following <b>documentation</b> must be maintained in a central file to support the eligibility of nutrition services participants:	
		<b>A</b>	Sign-in sheets listing congregate meal participants with their signatures
		<b>B</b>	Route sheets that identify the date and time of delivery and that are signed by each home delivered meal participant or designee
	<b>3203.4</b>	An assessment is required for a home delivered meal participant that establishes that the participant meets the eligibility requirements described in 3203.2. Documentation should comply with the requirements detailed in the Case Management Policy (see section 3125)	
<b>3203.5</b>	The nutrition screening form, Determine Your Nutritional Health, must be administered to all nutrition services participants upon entry into the program and annually thereafter (see Exhibits 3200A&B).		

<b>3200</b>		<b>Nutrition Services</b>	
<b>3204</b>		<b>Operational Procedures for the Administration of Nutrition Services</b>	
<b>3204</b>	<b>3204.1</b>	The Arizona DES Division of Aging and Adult Services Nutrition, Food Service and Wellness Manual is the reference manual for nutrition services (see Exhibit 3200C).	
	<b>3204.2</b>	U.S. Dietary Guidelines shall be utilized when planning menus:	
		<b>A</b>	Each meal must meet a minimum of 33 1/3% of the Dietary Reference Intakes, for each meal provided per day. Menus shall meet the recommendations from the current Dietary Guidelines for each meal served. Each meal served must contain an average of 650 calories; at least 500 calories but not more than 800 calories. The sodium content for each meal served must range from 500mg to 800mg
		<b>B</b>	Menus must be planned in advance using a standardized meal planner. Meal providers shall plan menus by soliciting the advice and expertise of a dietitian, or other individual described in 3204.2C, meal participants and other individuals knowledgeable with regard to the needs of older individuals. These may include but are not limited to advisory councils, participant surveys, focus groups and site councils. Menus shall be in the predominant language of the participants. Meal providers must ensure that Menus consist of a minimum of a six-week cycle rotation to be updated biannually
	<b>C</b>	Menus shall be prepared as written. All substitutions must be documented on the menu. A majority of the meals must be planned as hot meals. A cold meal may be planned up to ten times during a six-week menu cycle to add variety to the menu. Menus must be submitted on a standardized menu form and approved by a Registered Dietitian, Nutritionist, Registered Dietetic Technician, or a Certified Dietary Manager prior to posting. The Registered Dietitian, Nutritionist, Registered Dietetic Technician, or Certified Dietary Manger will verify the requirements specified in 3204.2.A by computerized nutritional analysis of at least one meal per week of the menu cycle and adherence to menu requirements in the Nutrition, Food Service and Wellness Manual (see Exhibit 3200C)	

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<b>3204</b>		<b>Operational Procedures for the Administration of Nutrition Services</b>	
<b>3204 (CONTINUED)</b>		<b>D</b>	Meals may be prepared and served for persons needing diabetic, renal or restricted sodium diets when feasible, appropriate and cost effective, to meet particular dietary needs. A written order from the participant's physician is required for the special diet. Special diet menus must be approved by a Registered Dietitian, Nutritionist, Registered Dietetic Technician, or Certified Dietary Manager
		<b>E</b>	Menus, as served, must be retained by the provider for at least one year after the meals have been served
	<b>3204.3</b>	The AAA must ensure that Nutrition Service providers comply with the following:	
		<b>A</b>	All state and local health regulations, ordinances and codes regarding the purchasing, preparation, handling and serving of food. All food purchases and food received as donations must be from an approved source and documented as such
		<b>B</b>	Utilize and maintain proper equipment for the storage, preparation, holding, and serving of food
		<b>C</b>	Have a written emergency feeding plan which can be implemented as soon as necessary and keep a one-day emergency food supply on hand at all times that meets 33 1/3 % of the Dietary Reference Intakes
		<b>D</b>	Hold a minimum of two nutrition education sessions per quarter for congregate meal participants. Printed nutrition education materials shall be provided two times per quarter to home delivered meal participants
		<b>E</b>	Provide any eligible individual, who receives a meal, the opportunity to contribute to the cost of the meal as identified in the Division of Aging and Adult Services Service Contribution Policy Section 2900
	<b>3204.4</b>	<b>F</b>	Where applicable, provide nutrition counseling, which is the provision of individualized advice and guidance, by a registered dietitian or physician to participants who are at high nutritional risk because of their health and/or nutritional history, dietary intake, medication use or chronic illnesses
		The AAA may contract with Nutrition Service providers for catering services.	
		<b>A</b>	The AAA that contract with Nutrition Service providers and who engage catering services with other Nutrition Service providers must decide whom to reimburse
		<b>B</b>	The AAA must ensure that Nutrition Service providers meet Nutrition Service provider requirements identified in 3204.2

<b>3200</b>		<b>Nutrition Services</b>	
<b>3205</b>		<b>Operational Procedures for Monitoring of Nutrition Services</b>	
<b>3205</b>	<b>3205.1</b>	The AAA will monitor the centers/sites for compliance, including the requirements outlined in the Division of Aging and Adult Services Policy and Procedure Manual and Nutrition, Food Service and Wellness Manual (see Exhibit 3200C).	
	<b>3205.2</b>	The AAA must ensure that center/sites respond to monitoring reports and initiate any necessary corrective action within 30 days.	

<b>3200</b>		<b>Nutrition Services</b>	
<b>3206</b>		<b>Operational Procedures for the Nutrition Services Incentive Program</b>	
<b>3206</b>	<b>3206.1</b>	The purpose of the Nutrition Services Incentive Program (NSIP) is for states to receive incentives in the form of cash or commodities to encourage and reward effective performance in the efficient delivery of nutritious meals to older individuals. The Division of Aging and Adult Services has elected to receive cash only for this program and not to receive commodities.	

<b>3200</b>		<b>Nutrition Services</b>
<b>3206</b>		<b>Operational Procedures for the Nutrition Services Incentive Program</b>
	<b>3206.2</b>	Allocations to an Area Agency on Aging or to a Tribal organization are based on the number of meals actually served in the previous federal fiscal year in relationship to the <b>total</b> number of meals actually served in the previous year by all States and Tribes. Meals that may be counted for this program are those that meet the eligibility requirements in section 3203.1& 3203.2
	<b>3206.3</b>	Funds received shall be used to purchase foods for the Nutrition projects. Unexpended funds may be carried over into the next fiscal year.

<b>3200</b>		<b>Nutrition Services</b>
<b>3207</b>		<b>Operational Procedures for Reporting Requirements</b>
<b>3207</b>	<b>3207.1</b>	The AAA shall collect data and maintain records as defined in the Division of Aging and Adult Services Policy and Procedure Manual Section 1600.

**EXHIBITS**

3200A	<a href="https://www.azdes.gov/InternetFiles/IntranetProgrammaticForms/pdf/AG-119.pdf">Nutrition Screening Initiative DETERMINE Checklist (English)</a> https://www.azdes.gov/InternetFiles/IntranetProgrammaticForms/pdf/AG-119.pdf
3200B	<a href="https://www.azdes.gov/InternetFiles/IntranetProgrammaticForms/pdf/AG-119-S.pdf">Nutrition Screening Initiative DETERMINE Checklist (Spanish)</a> https://www.azdes.gov/InternetFiles/IntranetProgrammaticForms/pdf/AG-119-S.pdf
3200C	<a href="https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/AAA-1182AMANPD.pdf">Nutrition, Food Service and Wellness Manual</a> https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/AAA-1182AMANPD.pdf