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SECRETARY

MEMORANDUM

NOTICE #: 012815-1-I-SCBS

TO: Area Agencies on Aging (AAAs)

FROM: Samuel P. Vergheese, Secretary

DATE: January 28, 2015

SUBJECT: Notice of Instruction: Older Americans Act (OAA), Title III-C1 Meal Site Holiday Closure Policy

The purpose of this Notice is to provide guidance to the AAAs regarding Older Americans Act Title III-C1 congregate meal site holiday closures. This issue is addressed in the Department of Elder Affairs (DOEA) Program and Services Handbook (Handbook) Chapter 4, Section 3, Service Provider, Personnel Policies. Specifically, regarding "Continuity of Care, each service provider will ensure that personnel policies do not have an adverse impact on the availability of supportive and nutrition services during holiday periods."

Each AAA must assure that nutrition service providers have procedures that address congregate meal site holiday closures including, but not limited to, the following items:

- Holiday closing schedule - The State of Florida recognizes the holidays listed below for employees. Providers must receive prior written authorization from the AAA for any additional planned closing dates. Also, providers must ensure that planned holiday closings do not result in the closure of a congregate meal site for more than four (4) consecutive days, including weekend days.
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day

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- Requirements for provision of meals – The provision of congregate services during site closures must be addressed in the AAA/provider contract. Providers must meet all standards for meal service addressed in the Programs and Services Handbook, Chapter 4 and Appendix A.
- Reporting of meals – The Program and Services Handbook addresses reporting of service units. Providers must meet all requirements for reporting meals in the Program and Services Handbook, Appendix A. The CIRT code to allow for reporting of CI shelf meals is CNMLS. The holiday shelf stable meals will be entered in CIRT using monthly aggregate reporting. The CIRT code is effective on January 30, 2015.

If you have any questions concerning the information provided in this Notice, please contact the Nutrition Program Manager, Craig McCormick, at (850) 414-2031 or via email at mccormickc@elderaffairs.org. Thank you.