

MEMORANDUM

TO: AAA Executive Directors **NOTICE#:** **100719-1-I-SWCBS**

FROM: Richard Prudom, Secretary

DATE: October 7, 2019

SUBJECT: Notice of Instruction Menu Development Methods and Food Safety and Sanitation Requirements

The purpose of this notice is to disseminate updated information, preceding the release of the Department of Elder Affairs' (DOEA) *2019-2020 Programs and Services Handbook* (*Handbook*), regarding the following:

- Menu development methods for Older Americans Act (OAA) Title III CI and CII, Community Care for the Elderly (CCE), Home Care for the Elderly (HCE), and Local Service Programs (LSP); and
- Food safety and sanitation requirements for OAA Title III CI and CII, CCE, HCE, and LSP.

Menu Development Methods:

Current language for menu development methods from Chapter four of *the 2018 Handbook* on page 123 states the following:

“Menu Development Methods: Menus may be developed using two different methods, computer-assisted nutrient analysis or component meal pattern.

- a) The computer-assisted nutrient analysis method ensures target nutrients are served in accordance with current nutritional standards, while also allowing menu component flexibility. This method is encouraged for programs that serve a unique ethnic or cultural group. The computer-assisted nutrient analysis method is preferred by DOEA because it permits menu development that more closely represents typical elderly eating patterns and can accommodate non-traditional menus.
- b) The component meal pattern menu development method is not preferred by DOEA and is encouraged only for a nutrition provider with limited computer

skills and/or to serve meal site recipients that customarily consume a “traditional” meal.”

The *2019-2020 Handbook* will reflect the immediate removal of the underlined language from section (b) above, leaving only two options for menu development without a Departmental preference statement. Language from Chapter 4 on page 127 requiring nutrition education on good sources of vitamin E, vitamin B12, and Zinc will remain for those who choose to use the component meal pattern option.

Food Safety and Sanitation Requirements:

Current language for food nutrition providers entering into a contract with a food service vendor from Chapter 4 of the *2018 Handbook* on page 118 states the following:

The vendor must submit its three most recent sanitation inspection reports and may not have had any closures (temporary or permanent), Administrative Complaints related to food safety, or a combined total of ten (10) or more high priority violations on their sanitation inspections. The vendor must agree to notify the Nutrition Provider immediately for any closure or Administrative Complaint related to food safety. The vendor must agree to notify the Nutrition Provider within twenty-four (24) hours of any sanitation inspection and provide a copy of the report to the Nutrition Provider.

The *2019-2020 Programs and Services Handbook* will reflect the immediate change of above language to the following:

The vendor must submit its three most recent sanitation inspection reports to the Nutrition Provider. If a vendor has one temporary closure and/or twelve (12) high priority violations in the preceding twelve-month period, the inspection reports shall be sent to the AAA for further review. The AAA will then decide if the vendor has taken appropriate action to ensure food safety compliance in order to prevent repeat violations. The vendor must agree to notify the Nutrition Provider immediately for any closure or Administrative Complaint related to food safety. The vendor must agree to notify the Nutrition Provider within twenty-four (24) hours of any sanitation inspection and provide a copy of the report to the Nutrition Provider. It is not recommended that the AAA contracts, or subcontracts, with any vendor who has more than one temporary closure and/or more than twelve (12) high priority violations in the twelve-month period prior to entering into a contract or during a twelve-month contract period.

These changes are effective with the issuance of this Notice of Instruction and will be amended into all appropriate sections of the *2019-2020 Programs and Services Handbook*. Should you require additional information, please contact your contract manager or Ginnifer Barber at 850-414-2031.