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CHARLES T. CORLEY
SECRETARY

MEMORANDUM

NOTICE #: 090814-1-PC-SWCBS

TO: Area Agencies on Aging (AAAs)

FROM: Charles T. Corley, Secretary

DATE: September 8, 2014

SUBJECT: Notice of Policy Clarification: Clarification of Policy Regarding Title III-C1 Meal Service and Local Services Program (LSP) Meal Service

The purpose of this Notice is to provide guidance to the AAAs regarding the Older Americans Act (OAA), Title III-C1 meal service and LSP meal service. Appendix A, Section 2 and Chapter 4, Section 5 of the Department of Elder Affairs Program and Services Handbook (Handbook) provide requirements for Title III-C1 congregate meal service.

Congregate meals are to be served and consumed at the congregate meal site. The Handbook states the following:

- Page 4-161 of the Handbook states, “The client is responsible for food safety after the food has been served to the client and if it is removed from the congregate nutrition meal site.”
- Page 4-159 of the Handbook states, “Left over food may be served as seconds at a congregate meal site or on a home-delivered meal route. Note: If a congregate meal client requests a second meal, the meal must be opened and presented to the individual for consumption at the congregate meal site.”

As the Legislature appropriates Local Services Program (LSP) funds to be used for meals to high risk clients in some areas of the state, congregate meal clients may be provided a meal to consume in the home. The provider must ensure “proper storage and heating facilities are available in the home (as evidenced by a completed DOEA Form 217) and the participant is able to consume the second meal independently or with available assistance and within the expiration date indicated on the meal.” Providers that serve congregate clients a meal to consume at home are required to establish a food safety system that has been tested to maintain safe food temperatures per the Florida Administrative Code, 64E-11. Food safety education must be administered and documented for each client that is provided with a meal to consume at home. The AAA must approve the provider’s

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food safety system and food safety education materials prior to implementation. Meals must meet the OAA nutritional requirements to be claimed for Nutrition Services Incentive Program (NSIP) reimbursement. Also, the meal will be counted as a home-delivered meal.

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.