



c/o Aging Division, Community Living Section
Wyoming Department of Health
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<https://health.wyo.gov/aging/wssb/>

POLICY NOTICE

Reference: Determinants and Reporting of an Eligible Meal
Policy Number: WSSB-020113-19 (Revised 9/16/2011)

Effective Date: October 1, 2011 (SFY11)

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB contractors regarding the determinants, recording, and reporting of an eligible meal.

Policy:

- A WSSB qualified meal is one that meets the current regulations set by the OAA which are Title III-C1 (Congregate Meals) and Title III-C2 (Home Delivered Meals). These meals are reported in SAMS monthly for Federal and State reimbursement. Other meals that are qualified as a WSSB eligible meal include Medicaid Waiver meals and C1 and C2 non-eligible meals. C1 and C2 non-eligible meals include meals that were received by a person age 60 years or older or the spouse of a person age 60 years or older who does not qualify for Federal or State reimbursement due to failure to fill out the AGNES form. Volunteers who receive a meal who are not age 60 years or older would receive a C1 or C2 non-eligible meal. These meals are to be reported by the providers on the WSSB Annual Meal Summary (AMS) form available on the WSSB website. (<http://health.wyo.gov/default.aspx>)
 - A volunteer age 60 years or older who is not homebound that receives a meal from a C2 only site may be counted on the WSSB website as a non-eligible meal.
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- Annual WSSB eligible meals will be totaled on the AMS form by each senior center prior to the first Friday in October. The form should then be submitted electronically on the WSSB website (<http://health.wyo.gov/default.aspx>) to the Aging Division (AD), Community Living Section (CLS). Project directors are encouraged to submit the completed form prior to the first Friday in October as no revisions will be accepted after that day.
- A verification form will be distributed by the AD, CLS to all projects for them to report their final numbers with the projects. All final numbers will be reported to the WSSB chair by the AD, CLS and used for the WSSB final funding formula. No changes of submitted numbers will be accepted from the projects after the AD, CLS submits collected numbers to the WSSB chair.

This policy was approved at the Wyoming Senior Services Board meeting on March 1, 2013.
