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Wyoming Department of Health

Policy Changes and Updates 2018 Title III-C Programs

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Overview

- **Title III-C**
- **Title III-C1**
- **Title III-C2**
- **Available documents**
 - Appendix
 - Resources



Title III-C

- **Voluntary Contributions (Policy Information)**
 - “The Division will monitor and approve voluntary contribution solicitation practices and materials upon development, implementation, and during the service provider evaluation process”.
 - Service providers shall develop and submit their internal policy for voluntary contributions to the Division.
 - Materials
 - Voluntary Contributions Internal Policy Information sheet

Title III-C

- **Guest Fees**

- “Guest fees are required. They are not voluntary or confidential”.
- “If the nutrition program has local funding available to offer discounted meals to guests, including staff or other individuals, they may do so as long as the full guest fee amount, as determined by the ‘Standardized Cost Sheet for Nutrition Programs’ is covered by the nutrition program”.

Title III-C

- **Guest Fees**

- “Meal programs shall complete the ‘Standardized Cost Sheet for Nutrition Programs’ tool **annually** (referred to as meal cost tool). The tool will determine the total meal cost and guest fee to be charged to non-eligible individuals”.
- “Meal site must notify the Division when the guest fee amount has changed and the rationale behind the change”.
- Additional training will be provided regarding the ‘Standardized Cost Sheet’.



Title III-C

- **Emergency Situations**

- “In emergency situations at a meal site when a meal or menu has not been approved by a RD before service, facilities may have the RD approve the menu at a later time. Approval and notification must be given to the Division regarding the emergency and the food that was served”
- “Meals may be considered eligible, so long as the meal meets the OAA nutrient requirements, once approved within 2 weeks of the emergency situation occurrence”.



Title III-C

- **Foodborne Illness Outbreaks**
 - “Outbreaks of suspected foodborne illness shall be reported to the local Health Department and the Division when identified by the meal service provider. The Division shall be notified within 24 hours once the service provider is aware of the possible outbreak”.



Title III-C

- **Food Procurement- Meat Donations**
 - “Documentation of all livestock and wild game donations must include the name of the donor, date of donation, and date and name of the plant where the animal was slaughtered and/or processed. A record of the meals that contain these foods must be maintained”.
 - “Nutrition programs receiving numerous livestock donations may submit a waiver request that disregards keeping a record of the meals that contain the donated foods”.

Title III-C

- **Food Procurement- Meat Donations**
 - “If wild game is served, it must be listed on the menu as ‘wild game’”.
 - “Programs wishing to accept eggs and other food donations must adhere to the Wyoming Food Safety Rule and work with their local health department to ensure that the nutrition program is in compliance with food safety standards”.
 - Materials
 - Waiver Request for Livestock Donations: May be completed if the nutrition program receives more than 1 donated livestock.



Title III-C

- **Food Procurement- Locally Grown Produce**
 - “Nutrition programs choosing to utilize donated locally grown produce or purchase locally grown produce from suppliers in the nutrition program shall ensure all produce is wholesome and of good quality. A nutrition program may determine and specify with a local policy that they do not wish to incorporate donated or discounted foods into their menus”.
 - “All donated locally grown produce shall be donated by the raw agricultural producer”.



Title III-C

- **Food Procurement- Locally Grown Produce**
 - When utilizing donated produce, nutrition programs shall document the following:
 - Item being donated;
 - Date of donation;
 - Agency or grower making the donation; and
 - Date donation was served to eligible participants.

Title III-C

- **Volunteers**

- “Nutrition programs have the option of offering a meal on a voluntary contribution basis to non-elderly individuals who provide volunteer services to the nutrition program during meal hours. These individuals shall complete the Division approved volunteer form or a volunteer form provided by the nutrition program”.
 - Form provided as a template; may use at the discretion of the provider
 - AGNES is not required to be filled out by volunteers age 60 and under



Title III-C

- **Volunteers**

- “A written policy and procedure shall be developed and implemented which describes how and when (such as hours and duties) non-elderly volunteers are eligible to receive meals on a contribution basis, including details on record-keeping methods”.



Title III-C

- **Volunteers**

- “Nutrition programs shall have an internal policy regarding monitoring and recording of volunteer hour tracking for in-kind values”.
 - Example: nutrition programs may have an internal policy stating that tracking of volunteer time will be kept by daily schedule that the volunteers will sign for approval each month



Title III-C

- **Food Safety Training**

- “Food safety education shall be provided at all meal sites through the nutrition program each Federal Fiscal Year”.
- “Food safety in-service training shall be provided for all paid food service personnel at least annually. All volunteers involved in the preparation, service, or delivery of food for the nutrition program shall be provided food safety information at least annually”.



Title III-C

- **Food Handlers**

- “Food preparation staff work should be under the supervision of a certified food handler (e.g. ServSafe or another Health Department sponsored food handlers class) who ensures the application of hygienic techniques and practices in food preparation and service. Service providers shall be in compliance with local county or public health regulations”.

Title III-C

- **Registered Dietitians**

- “All Registered Dietitians practicing in Wyoming must be licensed with the Wyoming Dietetics Licensing Board. All facilities utilizing the expertise of a Registered Dietitian must have a letter of agreement (contract) including contract term, compensation, and required services to be provided”.
- Materials
 - Template for letter of agreement provided but can be used at the discretion of the service provider



Title III-C

- **Therapeutic and Modified Diets**
 - “Modifications of the meal that are not therapeutic shall be referred to as modified diets”.
 - Examples: participant preferences, heart healthy meals, vegetarian/vegan meals, kosher meals
 - “Therapeutic diets shall be individualized and address the corresponding oral nutritional foods that are a result of surgery, disease, or illness”.
 - Must be prescribed by a physician and monitored and overseen by a Registered Dietitian
 - Examples: diabetic, renal, gluten free, or food allergy diets



Title III-C

- **Therapeutic Diets**

- “Therapeutic diets are eligible for reimbursement so long as they meet the OAA nutrient requirements”.
 - If therapeutic diets do not meet OAA requirements, contact the Title III-C Nutrition Program Manager for additional guidance and information

Title III-C

- **Nutrition Counseling**

- “Nutrition counseling shall be offered by nutrition programs”.
- “Nutrition counseling, if provided, shall be delivered by a Registered Dietitian”.
- Reporting
 - **One unit= one session per participant**
 - Please inform your SAMS personnel

Title III-C

- **Case Management**

- According to the definition, a client completing the AGNES or receiving help completing the AGNES is not considered to be case management
- **No longer a required service** but it will still be available in SAMS to track assessments
 - You will not get reimbursed for the services, as reimbursement is solely based on meal counts
 - The Aging Division will not be tracking case management or using information entered into SAMS
 - Please inform your SAMS personnel

Title III-C

- **Nutrition Screening**

- “The nutrition program provides nutrition screening through the Aging Division approved evaluation tool to eligible participants”.
- “The nutrition risk assessment should be completed at the time of intake and an annual update. Each service provider should develop appropriate policies or procedures for review of the nutrition screening checklist and for making appropriate referral for participants score at a high nutritional risk”.



Title III-C

- **Nutrition Screening**

- “Service providers are not responsible for checking or assessing nutritional scores as described on the nutrition risk assessment. Eligible participants requesting a re-assessment of their nutritional score shall be provided this service”.



Title III-C

- **SNAP**
 - “Eligible participants utilizing SNAP can use those benefits as a voluntary contribution toward the OAA meal if they wish to do so”.
 - This is not mandatory but can be done if a nutrition program has the ability to accept SNAP
 - “The nutrition program shall offer information about obtaining SNAP benefits to each new eligible participant at the time of intake and at least annually to registered eligible participants”.
 - SNAP Resources

Title III-C1

- **Unregistered Eligible Participants**
 - “Eligible participants who refuse to sign the release of the Division approved evaluation tool but give confirmation (either verbally or written) of their birth date will be treated as an eligible participant. They do not have to pay the cost of the full meal and should not be coerced in any way”.
 - To seek reimbursement for these eligible participants, meal sites must keep a tracking log of dates and services provided to the eligible participant
 - Unregistered Eligible Participants SAMS video

Title III-C1

- **Unregistered Eligible Participants**
 - “Eligible participants who refuse to give their birth date information (either verbally or written) will be treated as a guest and must pay the full guest fee for the meal”.
 - The minimum of a birth date must be given in order for a participant to be considered eligible
 - These participants can NOT be denied service but these participants are not eligible for reimbursement



Title III-C1

- **Unregistered Eligible Participants**
 - Materials
 - AGNES Client Information document
 - Log sheet for monthly tracking
 - Unregistered Eligible Participants SAMS video



Title III-C1

- **Leftovers**

- “Eligible participants may take home their uneaten food which becomes leftovers in take-out containers. Nutrition programs may choose to allow eligible participants to take leftovers. Each eligible participant that chooses to take their leftovers home shall be advised that they are taking the leftovers at their own risk”.
- “Nutrition programs shall have a sign posted at each meal site advising the eligible participants that they are taking leftovers at their own risk. Nutrition programs shall have labels available and be offered for eligible participants to put on the leftover containers”.

Title III-C1

- **Leftovers**

- The labels should have the following information:
 - Date the meal was served;
 - A use-by date three days from the date of service; and
 - The words “refrigerate immediately or consume within 2 hours”.
- Materials
 - Sign to post at nutrition sites
 - Labels with information



Title III-C1

- **Temporarily Delivered Meals**
 - “An eligible participant may receive temporary delivered congregate meals for no more than two weeks. If the eligible participant is in need of temporary delivered congregate meals for a longer period of time they should be referred to the home delivered program”.
 - The following situations may warrant a temporary delivered congregate meal:
 - The eligible participant is temporarily ill and is unable to attend the regular congregate meal program; or
 - The eligible participant is unable to get to their regular congregate site on a particular day.



Title III-C1

- **Temporarily Delivered Meals**
 - “Only volunteers for the nutrition program shall deliver temporarily delivered congregate meals”.
 - “Nutrition programs shall advise eligible participants of food safety guidelines of the meal and that they are accepting the meal at their own risk”.
 - “All temporary delivered meals that are provided shall be recorded in the Division approved data system as congregate meals linked to the individual participant”.

Title III-C

- **Emergency Meals (Shelf Stable)**
 - Providers are not required to meet this policy requirement by the end of the current fiscal year (FFY18) due to time and budget allocations.
 - This will be a requirement at the start of FFY19.



Title III-C1

- **Emergency Meals (Shelf Stable)**
 - “Eligible participants attending the congregate meal sites *shall be advised* and informed to keep a three-day supply of non-perishable foods and bottled water in case of inclement weather or other emergency that causes a temporary suspension of services. If feasible, emergency meal packages *may* be provided at the discretion of the meal site”.
 - “Meal sites may count an emergency meal package as an eligible reimbursable meal, so long as the meal package complies with OAA meal requirements”.



Title III-C2

- **Emergency Meals (Shelf Stable)**
 - “All nutrition programs **shall offer** all home delivered meal eligible participants a shelf stable emergency meal package, available for use during inclement weather or other emergency situations, when the program is unable to deliver meals”
 - “Emergency meal packages for home delivered meals participants shall be offered to eligible participants at least each Federal Fiscal Year. Distribution times may vary by region based upon local needs”.



Title III-C2

- **Emergency Meals (Shelf Stable)**
 - “The package should consist of two to three days of shelf stable foods and shall be replenished by the nutrition program. The daily supplies should correspond to the number of meals the nutrition program is providing (i.e. if the nutrition program provides lunch and dinner each day, a one-day supply of food would need to include two meals).
 - Enter the meal counts into SAMS under ‘Emergency Meals’ sub-service.



Title III-C2

- **Packaging and Delivery**
 - “Meals shall be delivered to the participant and shall not be left at the door or anywhere unattended”.

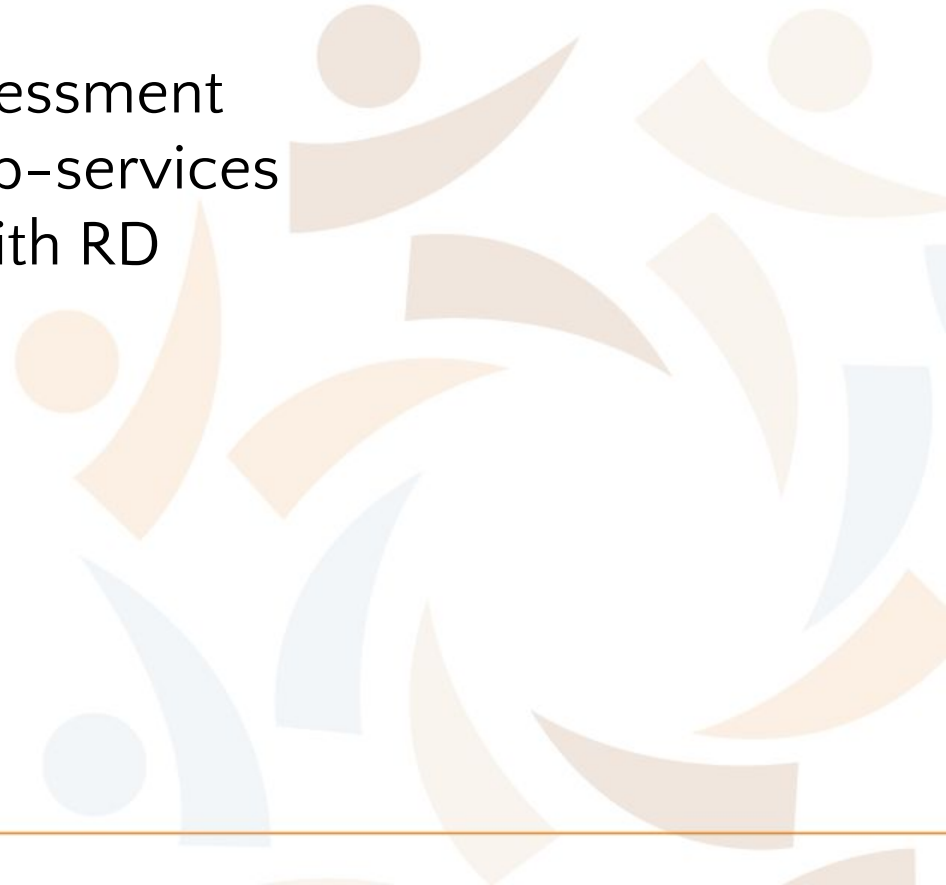


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Available Documents

- **Appendix**
 - A: NAPIS Reporting
 - B: OAA Nutrition Risk Assessment
 - C: SAMS Services and Sub-services
 - D: Letter of Agreement with RD
 - E: Local Policies





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Available Documents

- **Resources**

- AGNES Client Information Document
- DETERMINE Checklist
- Eating Well as We Age
- Food Safety Resources
- Leftovers Sign and Labels
- Nutrition Brochure
- Recommended Nutrition Education Resources
- Satisfaction Survey Templates
- SNAP Resources

Available Documents

- **Resources**

- Temperature Monitoring Log
- Unregistered Eligible Participants Log Sheet
- Voluntary Contribution Policy Information
- Waiver Request to Provide Reduced Meals
- Waiver Request for Livestock Donations
- Wyoming Food Safety Rule



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Questions?

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