

Wyoming Department of Health

Title III-C Nutrition Programs

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Overview

- Program Review
- Eligibility
- Services Offered
- Nutrition Services Incentive Program (NSIP)
- Key Policies
- Grants and Funding
- Program Reporting





Program Review

- Authorized under the [Older Americans Act](#)
- Title III-C includes both Title III-C1 Congregate Meals and Title III-C2 Home Delivered Meals programs
- Program Purpose
 - To reduce hunger and food insecurity while promoting socialization and the health and well-being of older individuals
- Title III-C programs are non-means tested and should be treated as such



Eligibility

- **Title III-C1 Congregate Meals**
 - Age 60 and older and their spouse
 - Disabled persons under age 60 who reside with adults over 60 years of age or reside in housing facilities occupied primarily by adults over age 60
 - Volunteers under 60 years of age
 - Staff members age 60 years and older



Eligibility

- **Title III-C2 Home Delivered Meals**
 - Age 60 and older who are homebound OR who are geographically isolated
 - Disabled person under age 60 who resides with eligible consumers
 - Spouses of consumers



Services Offered

- **Meals**

- At least one hot or other appropriate meal must be provided five (5) days or more a week
- Menus are prepared or approved prior to meal service by a Registered Dietitian (or individual with comparable expertise)
- Each meal served must provide a minimum of one-third (33.33%) of the current Daily Recommended Dietary Allowances and comply with the most recent Dietary Guidelines for Americans
- Approved menus are posted at nutrition sites



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Services Offered

- **Nutrition Counseling**
 - Must be offered but is not required
 - If provided, shall be done by a Registered Dietitian
 - Reporting of nutrition counseling: one unit=one session per participant



Services Offered

- **Nutrition Education**

- Nutrition Education shall be provided to both Title III-C1 and Title III-C2 consumers and shall be based on the needs of the participants
- Required once per quarter by a RD
- Presentation shall be provided at least one time each federal fiscal year at each congregate meal site
- Reporting of congregate nutrition education: one unit= one session per participant



Services Offered

- **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 scoring a high nutrition risk
- Eligible participants requesting a re-assessment of their nutritional score shall be provided this service



Nutrition Services Incentive Program (NSIP)

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- OAA Section 311. (a)
- Funds are used as an incentive to encourage and reward effective performance by states providing nutrition services
- NSIP awards shall be used to purchase domestically produced food
 - Food grown in states/territories/tribes or food products processed/produced in states/territories/tribes
- NSIP awards shall be used to expand meals, expand access to meals, or maintain the number of meals with increases in food costs
- A meal reported for NSIP is required to meet the OAA nutrition requirements



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Nutrition Services Incentive Program (NSIP)

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- The Administration for Community Living (ACL) shall distribute NSIP funds through the state to the service providers based on the state's determined formula
- NSIP awards are based on the number of eligible meals served in the previous year in relation to the total number of meals served by all Title III-C programs
- Total NSIP funds received may not equal the amount estimated in the grant
- Refer to the Title III-C Policies and Procedures for additional information regarding NSIP funding

Key Policies

- **Voluntary Contributions**

- *What is a voluntary contribution?* A way for recipients of Title III services to choose whether or not to share in the cost of services by making voluntary contributions of any amount
- All eligible participants shall be given the opportunity to voluntarily contribute to the cost of the services received
- Each service provider shall ensure that minimum standards and procedures are established for the responsible collection, handling, and safeguarding of consumer contributions and non-eligible recipient fees



Key Policies

- The service provider shall not means test for any service for which voluntary contributions are accepted
- Service may not be denied to an eligible participant due to the participant's reluctance or inability to contribute toward the cost of the service
- Service providers shall develop and submit their internal policy for voluntary contribution solicitation methods with the supplemental information required with the grant applications annually

Key Policies

- **Guest Fees**

- Fees amounting to the full cost of the service are charged to **non-eligible** recipients
- 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 is covered by the nutrition program
- Guest fees are required; they are not voluntary or confidential
- Guest fee amounts shall not be less than the suggested donation
- The meal cost tool shall be used to determine guest fees
- Meal sites must notify the Division when the guest fee amount has changed at a site



Key Policies

- **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 ‘Volunteer Services Information Form’ or a volunteer form provided by the nutrition program
 - 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
 - Nutrition programs shall have an internal policy regarding monitoring and recording of volunteer hour tracking for in-kind values



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Key Policies

- **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



Key Policies

- **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 service provided to the eligible participant.
 - 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
 - These participants can NOT be denied service but they are not eligible for reimbursement



Key Policies

- **Leftovers**

- Nutrition programs may choose to allow eligible participants to take their 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

Key Policies

- **Temporary Delivered Meals**
 - An eligible participant may receive temporary delivered congregate meals for no more than two weeks
 - The following situations may warrant a temporarily 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
 - All temporarily delivered meals that are provided shall be recorded in the Division approved data system as congregate meals linked to the participant



Key Policies

- **Emergency Meals C1**

- Eligible participants attending the congregate meal sites shall be advised and informed to keep a three-day supply of nonperishable 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

Key Policies

- **Emergency Meals C2**

- 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 meal participants shall be offered to eligible participants at least each federal fiscal year
- Distribution times may vary by region based upon local needs



Key Policies

- **Emergency Meals C2**

- 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)
- Meal sites may count an emergency meal package as an eligible reimbursable meal, so long as the meal package complies with OAA meal requirements
- Meals shall be counted and entered in SAMS under ‘Emergency Meals’ sub-service



Grants and Funding

- Title III-C Programs receive both federal and state funding
- Contract amounts for federal and state funding are based on the prior closed federal fiscal year meal count numbers (i.e. FFY17 funding amounts are based on FFY15 meal count numbers)
- Reimbursement from both federal and state funding changes each year with varying funding amounts
- Meal sites will only be reimbursed for services provided up to the full contract amount
- Payment is based on monthly expenditures up to the allowable reimbursement amount based on meals served



Grants and Funding

- **Program Income**

- Funds that are received from clients for the service they are receiving
- These funds must be expended first to supplement and expand the program
- Examples
 - Suggested contributions from eligible consumers
 - Designated donations



Grants and Funding

- **Match Requirements**
 - Match means the portion of project costs not paid by Federal funds
 - Non-federal match requirement for each Title III-C program is 15%
 - The state is required to provide 5% match
 - Providers are required to provide 10% match
 - Minimum total match requirements are listed in the contract and must be met by the end of the federal fiscal year



Program Reporting

- **Monthly Reimbursement**
 - Submitted monthly on the 15th
 - Reimbursement for the prior months services
 - Must include SAMS monthly meal counts and the Profit and Loss statement for the corresponding month
- **Quarterly Financial Reports**
 - Submitted quarterly (January 15, April 15, July 15, October 15)
 - Summary of 3 months expenditures; must match Profit and Loss statement



Program Reporting

- **Meal Cost Reports**
 - Required annually
 - Used to develop Guest Fees and suggested contribution amounts
- **Satisfaction Survey**
 - Required annually
 - Provider shall conduct a satisfaction survey to formally evaluate client satisfaction
 - Template with minimum required questions developed by Nutrition Program Manager; can be modified as needed by meal sites



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Questions?

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