

PART II

**MULTIPURPOSE SENIOR CENTER & SATELLITE CENTERS
SPECIFICATIONS FOR SERVICE
*Aging Ahead***

CONTRACT PERIOD: July 1, 2025 through June 30, 2026

SERVICE: Multipurpose Senior Center Program: Congregate and Home Delivered Nutrition Program

SERVICE AREA: Counties of Franklin, Jefferson, St. Charles and St. Louis

ELIGIBLE PERSONS: Individuals aged 60 or over with the greatest social and economic need

SERVICE OBJECTIVE: Providers will serve at least one (1) meal daily, five (5) days each week, in a congregate setting in one or more of the 19 community locations, both **multipurpose and satellite**, (see agency website for specific locations) in the Planning & Service Area. Provider will also home deliver meals at least five (5) days weekly to homebound older adults within a pre-determined geographic area. Providers will offer recreation, educational programs (including nutrition education), outreach, volunteer opportunities, and coordinate transportation services. Provider will offer Senior Citizen Center programs and services that will provide, within the community, a focal point for the delivery of a wide range of services to older adults (**this would constitute a Multipurpose Senior Center**).

The provider will serve at least one (1) meal daily, five (5) days each week, in a congregate setting OR provide at least one (1) meal daily, five (5) days each week that are home delivered. If the provider is serving only congregate or only home delivered meals, the location is a **Satellite Center**.

Providers for Multipurpose Senior Centers will adhere to 19 CSR 15-4.230, 19 CSR 15-4.240, 19 CSR 15-4.245 and 19 CSR 15-7.010. Providers for Satellite Centers will adhere to applicable CSRs for serving either congregate or home delivered meals and 19 CSR 15-7.010.

UNIT OF SERVICE: Unit - a unit is one meal and associated supporting services:
A. One (1) meal served in a central dining facility for congregate nutrition services
B. One (1) meal delivered to a service recipient's home for home delivered nutrition services.

UNIT RATE: Not-to-exceed \$10.00 per unit. No higher bid will be considered responsive.

ESTIMATED # OF PERSONS SERVED 25 people daily

SERVICE DELIVERY SYSTEM:

- A. Narrative response is required for **BOLD TYPE** standards.
- B. Any documents required by specification must be included with the narrative section when the bid is submitted.

I. METHOD OF BID:

- A. Interested provider of service must complete a request for proposal.
- B. Provider may bid on one, any combination of, or all senior centers.
- C. Bidders are to bid on units shown in Service Specifications.
- D. Proprietary agencies must include profit margin in each unit.
- E. Funds for this program will be supplied by Older Americans Act Funds which has a 15% Cost Sharing or Matching requirement.
- F. Maximum allowable administration costs shall not exceed 12% of total budget request.
- G. Reimbursement will be based on meals served rather than meals prepared.
- H. **Complete narrative sheet** addressing and describing each of the following requirements in Senior Services Overview, Section E.

II. REQUIRED SPECIFICATIONS:

- A. General Operations
 - 1. Service Provider must assess the level or need for congregate and home delivered meal within the planning and service area and **submit documentation** of the method(s) used to assess level of need and how the results were used to determine levels of services to meet those needs.
 - 2. Service provider will serve meals to qualified older persons at least five days weekly in a congregate setting and will home deliver meals at least five days weekly to homebound older persons. Multi-purpose senior centers must be open a minimum of six hours per day. See Attachment A for projected congregate meals served per Multipurpose Senior Center. Approximately 250 serving days.
 - 3. Provider will deliver a range of services within and/or through the Multipurpose Senior Centers. Supportive Services (Social Services, Activities, Education, etc.): Provider must provide a range of services at each center on a regular schedule (at least two scheduled activities per day), or on announced and publicized date(s). These services are to include, but not limited to: health screenings, nutrition and health education quarterly, arts and crafts, exercise classes, discussion groups, telephone reassurance, friendly visiting, films, games and socialization. *(Monitored through annual audit)*.
 - 4. Provider will coordinate and cooperate with all appropriate local, area wide, state and federal resources to provide services to older adults in the most effective manner. *(Monitored through annual audit)*.
 - 5. Provider must have mechanisms for the development, support, and encouragement of effective participant and community input through the Support Committee at each center. Any advisory body must consist of a minimum of 51% program participants. ***Aging***

Ahead will provide training on how to recruit, train, and implement an active Support Committee.

6. Request prior approval within 60 days from *Aging Ahead* for any construction, renovation, or relocation of existing nutrition centers per the Code of State Regulations.
7. Request prior approval, in writing, within 60 days from *Aging Ahead* for any proposed termination of a nutrition center per the Code of State Regulations.
8. Post an easy to read, large print (minimum of 14-point font) monthly activities calendar in an area which is highly visible and accessible to the service recipients. (*Monitored through annual audit*).
9. Post attractive, large print (minimum of 14-point font), weekly menus in a conspicuous location in the dining room on Friday of the week prior to service. The menu shall be posted in the kitchen. (*Monitored through annual audit*).
10. Maintain a daily sign-in sheet in a convenient location to assure that each service recipient signs for the meal. If the recipient is unable to sign his/her name, another individual designated by the senior center administrator shall sign the service recipient's name as well as his/her initial. Service recipient records shall document that he/she will not or cannot sign. (*Monitored through annual audit*).
11. Must meet requirements for the emergency arrangements for life safety and disaster preparedness. Must have emergency arrangements made by the center administrator, in consultation with relevant agencies, for dealing with personal emergencies in the center and on trips.
 - a). Specific personnel designated and trained to take charge in an emergency. (*Monitored through annual audit*).
 - b). A person trained in first aid, cardio-pulmonary resuscitation (CPR), and the Heimlich maneuver; present or immediately available during all hours that the center is open. (*Monitored through annual audit*).
 - c). Written instructions posted conspicuously by each telephone which include telephone numbers of physicians, ambulance, hospital emergency room, and local civil defense or disaster offices, as appropriate. (*Monitored through annual audit*).
 - d). **Submit description of grievance and complaint procedure.**
 - e). **Submit denial of service policy.**
 - f). **Submit inclement weather policy.**

B. Record Keeping

1. Computerized Record Keeping: Provider must assure that AgingIS information is updated and available and properly recorded in each center's database for all clients receiving meals and/or other services. Provider must attend all AgingIS training.

2. Paper files must conform with *Aging Ahead* forms, such as:
 - a). Assessments
 - b). Daily Sign-In Sheets
 - c). Daily Home Delivered Meal Record
3. Provider will use current *Aging Ahead* provided forms and keep copies for a minimum of seven years.
4. Participant cards must be available for daily reference and updated annually.

C. Management: Personnel

1. Provider must have adequate paid staff and/or volunteers who are qualified by experience and/or training to operate the program. Provider must have a qualified dietitian or nutritionist capable of supervising and monitoring food service operation, including menu review, or use *Aging Ahead* dietician.
2. Each Multipurpose Senior Center must have staff adequate to operate the center on a day-to-day basis for a minimum of six hours per day using *Aging Ahead* approved staffing standards. (See attachment for staffing pattern.) Complete in RFP Application, Section C, Provider Qualifications.
3. Provider must have a Senior Center Administrator responsible for the day-to-day management of the program. The administrator, or a person designated by the administrator, shall be present at all times during hours of operation. Complete in RFP Application, Section C, Provider Qualifications.
4. Dietitian services must be part of your administrative cost unless using Agency dietician (Not personnel).
5. Multi-lingual staff shall be available when there are substantial numbers of non-English speaking service recipients, per CSR requirements. If applicable, address in narrative.
6. **Submit a written job description** for each position function shall be developed and maintained. Personnel qualifications shall meet job description requirements.
7. **Submit a sample of a written performance evaluation** of each paid staff member shall be done at least annually and shall be maintained in the employee's personnel file.

**For all items not requiring a submission (noted in bold), bidder must address plan for adherence in Senior Services Overview, Section E.*

- D. Training Requirements: There shall be an adequate number of staff (paid or volunteer) who is qualified to perform assigned functions. Provider must have a training program for staff and volunteers and that training program must include orientation, training, and re-training of all program personnel. A training log shall be maintained that documents the type of training provided; names of staff and volunteers participating; number of hours of training provided; and date(s) training was provided. (*Monitored through annual audit.*)

1. **Submit a 12-month schedule of training topics for staff and volunteers.**
2. **Attach an outline and description of new employee orientation.**
3. Staff
 - a). Administrator - six hours orientation plus twelve hours supervised on-the-job training and an additional four (4) hours in-service training per quarter or sixteen hours annually.
 - b). Cook - four hours orientation plus six (6) hours supervised on-the-job training and an additional two hours in-service training per quarter or eight hours annually.
 - c). Assistant Cook - two (2) hours orientation plus four hours supervised on-the-job training and an additional one-hour in-service training per quarter or four hours annually.
 - d). Site Aide – two (2) hours orientation plus four hours supervised on-the-job training and an additional one-hour in-service training per quarter or four hours annually.
 - e). Driver – one (1) hour orientation plus four hours supervised on-the-job training and an additional one-hour in-service training per quarter or four hours annually.
 - f). Home Delivered Meal Manager - four (4) hours orientation plus four hours supervised on-the-job training and an additional one hour in-service training per quarter or four hours annually.
 - g). Volunteers – a minimum of two (2) hours of training/orientation per year. ***Aging Ahead*** can provide a Volunteer Training Manual.

E. Outreach/Marketing/Supportive Services

1. Provider shall have in place by the effective date of this contract and **submit with specification narrative plan of outreach** for the purpose of informing the target population about the proposed services. Providers must demonstrate that they have the capability to implement a planned program to obtain local citizen input regarding the operation of the proposed service.
 - a). **Describe the communication network** used to inform the target population about the proposed service (consider items such as brochures, newspaper ads and other marketing activities).
 - b). **Describe the provisions for active citizen participation.** Consider the use of an advisory committee, a suggestion box system and area meetings.
 - c). **Describe a planned program for recruiting, training and utilizing volunteers.** Volunteers must conform with any pertinent standards.
 - d). **Describe a specific plan to reach socially and economically needy** with emphasis on reaching low income, minority individuals.

5. **Describe a planned program of supportive services** which will be provided at each center on a regular schedule to include, but not limited to health screenings, nutrition and health education, arts and crafts, exercise classes, discussion groups, information and referral, telephone reassurance, income supplement, friendly visiting, films, games and political awareness.

F. Fiscal Requirements

1. Provider must have capability of providing complete, accurate, and timely financial reports to assure prompt payment. Provider must have qualified staff (demonstrated through experience and training) and generally accepted accounting practices thereby accounting for federal, non-federal, and in-kind funds. Provider must have computer technology to accommodate the AgingIS program and purchase access in order to input data. (*Monitored in fiscal audit*).
2. Procedures for handling contributions shall be developed and implemented that include the following. (*Monitored in annual audit*).
 - a). Each recipient shall be provided with an opportunity to voluntarily contribute to the cost of the meal.
 - b). The privacy of each recipient with respect to his or her contribution shall be protected. A locked contribution box must be placed at least ten feet from the participant sign-in area.
 - c). Appropriate measures to safeguard and account for contribution shall be established which include the following. (*Monitored in annual audit*).
 - 1). Using two persons to count contributions each day.
 - 2). Keeping contributions in a safe or locked box until deposited, recording and depositing all contributions on the date of receipt.
 - 3). Taking precautions to prevent theft of cash receipts.
 - 4). Reporting contribution receipts to the area agency at least monthly.
 - d). All contributions shall be used to expand the service for which the contribution was made. Nutrition services contributions shall be used to increase the number of meals served, to facilitate access to such meals, and to provide supportive services directly related to nutrition services.
 - e). A suggested contribution schedule may be developed for each service provided. In developing a contribution schedule, the provider shall consider the income ranges of elderly persons in the community, the provider's other source of income, and the actual cost of the service. The contribution schedule should be revised periodically as needed.
 - f). A provider shall not deny any elderly person a service because the elderly person will not or cannot contribute to the cost of the service. An eligible service recipient shall not be charged for participating in any service or activity.

3. Record Keeping: The following records shall be maintained for at least seven years.
 - a.) Records for the purpose of determining the unduplicated count of service recipients and for preparing invoices.
 - b.) Daily sign-in sheets for congregate nutrition services.
 - c.) Records of paid staff time and volunteer time.
 - d.) Perpetual and physical food inventory records. Provide copies of current or proposed forms.
 - e.) Food cost reports. Provide invoice receipt log or proposed forms.
 - f.) Documentation of supportive services provided.
4. **Describe in specification narrative your record keeping and contribution system.**
 - a.) Identify location of records
 - b.) Specify confidentiality safeguards
 - c.) Describe invoicing procedures
 - d.) Describe the methods used to ask for client contributions including the frequency of opportunity to contribute (describe methods for collecting and recording contributions).
 - e.) Describe procedures used to assure that all contributions are used to expand the service.
5. Provide proof of required permits and inspections by attaching copies to the back of the RFP.

G. Nutrition Service Standards

1. Provider will plan menus, prepare foods in quantity, and serve them in a manner that will meet all standards for local, state, and federal requirements regarding nutrition services under the Older Americans Act and health and sanitation requirements.
2. Food Handling: **Provider must submit copies of policies and procedures** for the handling of foods. Such policies and procedures will be considered acceptable if they meet standards of local and state health and sanitation regulations as well as any developed by federal and state agencies administering Older Americans Act programs.
3. Determine eligibility of individuals to receive nutrition services determined as follows:
 - a) Under Title III, any person age 60 years or over, and the spouse of that person regardless of age, shall be eligible to receive congregate nutrition services.
 - b) Under Title III, any person age 60 years or over who is homebound by reason of illness, incapacitating disability or is otherwise isolated shall be determined eligible for home delivered nutrition services under the following conditions.
 - 1) Assess the individual's eligibility for home delivered nutrition services prior to initiation of the service and assess the individual's need for continuing the service at least each six months thereafter. In emergency situations, home delivered meals may be delivered for a maximum of five days prior to the initial assessment of eligibility; and

- 2) **Develop and submit written criteria** by which to determine if the spouse or primary care giver who resides in the home, regardless of age or condition of the spouse, may receive a home delivered meal. The criteria developed shall assure that the receipt of the meal by the spouse or care giver is in the best interest of the homebound older person.
 - 3) Under Title III, adults with disabilities ages 18 to 59 years of age who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided may receive congregate nutrition services. Any person meeting these requirements may also be eligible to receive home delivered nutrition services provided procedures in 19 CSR 15-4.240 (5)(B)(2) are followed; and
 - 4) Under the Social Service Block Grant, adults with disabilities under 60 years of age who do not reside in housing facilities occupied primarily by the older adults may be eligible to receive congregate nutrition services. Any person meeting these requirements may also be eligible to receive home delivered nutrition services under SSBG provided procedures in 19 CSR 15-4.240 (5)(B)(2) are followed.
4. Report the occurrence of food borne illness immediately, or the suspicion of such, to the appropriate health authorities and ***Aging Ahead*** according to Procedure 04.110, established by ***Aging Ahead***.
 5. Menu Planning Requirements
 - a) Menus shall be planned in advance, using a six-week or longer menu cycle designed to be repeated for a three-month period. The menus shall be submitted to the agency dietitian for review and approval at least one (1) month prior to the start of the menu cycle, using the attached **Aging Ahead Nutrition Program Menu Plan** form.
 - b) Menus shall conform to the Menu Planning Guidelines as specified by the Division of Senior Services, Missouri Department of Health and Senior Services. Refer to attached **Daily Meal Pattern-Food Groups**. The food groups are based on the new MyPlate.gov requirements, found at www.MyPlate.gov. Meals will provide a minimum of 1/3 of the Dietary Reference Intakes (DRI) per meal.
 - c) If computer-assisted nutrient analysis is used to assure the acceptable ranges of DRI nutrient values are met, the daily menu may be sufficient without including all items in the Daily Meal Pattern. See attached **Nutrient Analysis Table**.
 - d) Suggestions from participants shall be solicited regarding menu choices. Menus should be reflective of ethnic, cultural, religious or regional dietary preferences and requirements of the majority of the participants. Seasonal foods should be included and repetition of entrees must be kept to a minimum. Any second meal provided for the same day must be a different menu from the lunch meal.

- e) Senior centers shall prepare an easy-to-read monthly menu calendar to post at the senior center and for distribution to home delivery meal participants.
- f) Senior centers and catered meal providers shall post a copy of the approved menu, with portion sizes, in food preparation areas. Kitchen staff shall adhere to posted menus.
- g) Menu substitutions shall have prior approval by a dietitian or comply with a pre-approved list of nutritionally equivalent substitutions. Menu substitutions and changes are recorded and reported in accordance with *Aging Ahead* Policy and Procedure #04.17.

6. Requirements for Handling Prepared Foods

- a). A two-ounce separate sample of each potentially hazardous food item served shall be refrigerated and kept at least 72 hours. Sample(s) will be available for analysis by the Department of Health if a food-borne illness is suspected.
- b). Potentially hazardous food which has been held over four (4) hours at 140°F or higher or between 41° - 140°F for two (2) hours and any prepared food that has lost its quality cannot be served and must be destroyed.
- c). Foods that have not been served, which are usually considered safe to store (such as fruits, vegetables, cake, breads, cookies, ice cream and fruit pies) may be retained for use while quality remains acceptable.
- d). The proper equipment must be used to maintain hot foods at or above 140°F and cold foods at or below 41°F while serving. Hot and cold food temperatures shall be checked immediately prior to service and recorded daily. Records must be kept for six (6) months at the center.
- e). When cooling cooked food, it shall be placed in a shallow metal pan no more than two (2) inches deep, covered and immediately placed in the refrigerator or freezer so it will cool to 41°F or below as rapidly as possible. Alternately, the food storage pan may be placed in an ice bath or an ice paddle may be used for initial cooling. Cooked food must be chilled to 70°F or lower within two (2) hours, and then chilled to 41°F or below within four (4) more hours for a total cooling time of six (6) hours. Once food is cooled to 41°F or below, it may be transferred and stored in a container that is more than two (2) inches deep.
- f). When transporting prepared foods, the following procedures must be used:
 - 1). Hot food shall be delivered and served within three and one-half (3 ½) hours following the end of preparation time. This limit includes the time required for packaging foods by the caterer, transporting to the centers, holding time at the center, packaging meals for home-delivered meal recipients and transporting meals to the home.
 - 2). Hot foods delivered to the center must be at a minimum temperature of 140°F and cold foods at a maximum temperature of 41°F. A daily record

of the delivery time and temperature of the food when received shall be kept at each center. Records must be kept for six (6) months at the center.

- 3). Use insulated carriers with adequate hot and cold packs to assure that foods delivered to home-delivered meal recipients are at the proper temperature, over 140°F for hot food and at or below 41°F for cold food.
 - 4). The temperature of hot and cold food items at the end of delivery on each home-delivered meal route shall be checked and recorded at least quarterly.
 - 5). All equipment used in transporting foods shall have smooth easily cleaned surfaces, be cleaned and sanitized daily or be disposable.
 - g). Meal service shall be scheduled so that food is available for at least 30 minutes after serving begins.
 - h). Appropriate serving utensils must be used for food portion control.
 - i). Appropriate food containers and utensils for blind or otherwise handicapped service recipients shall be available for use upon request.
 - j). Service recipients should be discouraged from taking potentially hazardous foods from the center. It is recommended that centers include information about food safety in nutrition education.
 - k). Leftover foods cannot be given or sold to another organization, employee, volunteer or service recipient to take from the center.
8. Food Storage Requirements for All Foods and Supplies
- a). Cleaning supplies and clearly labeled pesticides must be stored in separate locations from food products.
 - b). Food products shall be stored at least 6 inches above the floor.
 - c). Dry food storage must be well ventilated, away from direct sunlight and maintained between 50°F–70°F.
 - d). All refrigerated foods shall be maintained at or below 41°F.
 - e). Frozen foods shall be maintained at or below 0°F.
 - f). Inventory of all foods shall be depleted on a first-in/first-out (FIFO) basis. All food items should be covered, labeled, and dated.
 - g). Adequate transportation for all foods shall be provided as required.

- h). Separate thermometers must be kept in each refrigerator and freezer and temperatures shall be checked and recorded daily. Records must be kept for six (6) months at the centers.

9. Health and Sanitation Requirements

- a). Center should have one employee on premise always with a current safe food handler's certificate. Example: ServSafe or Safe Food Handlers. Please provide a copy of current sanitation certificates.
- b). Personnel with symptoms of communicable disease or open or infected wounds must not be permitted to handle food.
- c). All food handlers shall use effective hair restraints. Effective restraints are devices that both cover and hold hair, such as hairnets, caps, hats and bandannas. Hair spray is not an acceptable hair restraint.
- d). Equipment and work areas must routinely be cleaned and sanitized according to a posted written schedule, with completion verified by a supervisor.
- e). Disposables shall be discarded by a locally approved sanitary method.
- f). If a garbage disposal is not used, waste shall be kept in leak-proof containers with tight-fitting lids and disposed of daily. Waste containers must be cleaned daily.
- g). Food preparation and storage containers, pots, pans, and utensils washed in water temperatures of less than 150°F and rinsed at less than 180°F shall be chemically sanitized. When single-tank, stationary-rack and door-type machine using chemicals for sanitizing are used, the wash water shall not be less than 120°F and rinse water not less than 75°F. If the dishwashing machine uses hot water for sanitizing, the wash water shall be at least 160°F and the final rinse at least 180°F. A test kit or other device that accurately measures the concentration of the sanitizing solutions in parts per million, must be provided and used.
- h). All food preparation and storage containers, pots, pans, and utensils shall be air-dried.
- i). Disposable towels and soap must be available at the hand wash sink in the kitchen. Hand washing instruction/reminder signs shall be posted in rest rooms. A touch-free waste container must be in use at all hand washing sinks.
- j). Methods of insect and rodent control shall be used on a monthly basis.
- k). An instant-read food thermometer must be available and used for checking required internal food temperatures during food production and holding for delivery and service.

10. Equipment Requirements

- a). Whether the senior center is catered or has an on-site food preparation kitchen, adequate equipment shall be available to keep refrigerated foods at or below 41°F,

heated foods above 140°F and frozen foods at or below 0°F, subject to physical inspection and approval of *Aging Ahead*. Inspections will be conducted on regular intervals to insure compliance with the CSR.

- b). Specific equipment required for all centers serving meals is as follows:
- 1). A home-style or commercial range
 - 2). A home-style or commercial refrigerator
 - 3). A hand washing sink
 - 4). A 3-compartment sink or other acceptable method for dishwashing
 - 5). A hot table if the senior center serves a total of 30 meals or more per day (if the senior center serves fewer than 30 meals per day, the meals can be served directly from the insulated carriers, provided meal service begins immediately after the food arrives).
 - 6). A cold table or another acceptable method of keeping cold food at the proper temperature during food service; and
 - 7). Additional equipment as needed and required by *Aging Ahead*.

III. *Aging Ahead* shall:

Aging Ahead shall provide for technical assistance/training to nutrition service provider's staff and volunteers that shall include, but not necessarily be limited to, meal cost and portion control, nutrition education, nutrition policies and standards, modified diets, food buying and preparation, food inventory, menu planning, kitchen design, purchase of equipment, fire and safety procedures, sanitation, first aid and emergency life saving techniques.

- A. Technical assistance and training for nutrition education, modified diets and menu planning shall be provided by a dietitian/nutritionist.
- B. In all other areas, technical assistance and training may be provided by other area agency staff that has been trained in the subject matter.

IV. NARRATIVE FOR MULTIPURPOSE SENIOR CENTER PROGRAM

To be considered responsive, submit all items **in bold** and where indicated in this document; all other items should be addressed in Senior Services Overview, Section E.

Complete all sections as required in the Senior Services Overview packet:

- Application for funds, pages 8-9
- Section A: Budget Summary, pages 10-11
- Section B: Budget Detail Information, pages 12-14
- Section C: Provider Qualifications, pages 15-19
- Section D: Quality Assurance, page 20
- Section E: Response to Specifications for Service, page 21
- Section F: Assurances, pages 22-26

AGING AHEAD NUTRITION PROGRAM MENU PLAN

Senior Center or Provider/Caterer: _____

AAA: _____

Menu Prepared by: _____

Title: _____

Date: _____

Menu Approved by: _____

Title: _____

Date: _____

Months: _____

Year: _____

Dates:					
<u>Menu Pattern</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Meat or Meat Alternate</u> (2 – 3 ounces, cooked edible portion)					
<u>Vegetables</u> (2 servings) One (1) serving equals ½ cup cooked vegetable OR 1 cup raw leafy vegetable					
<u>Fruit</u> (1 half-cup serving)					
<u>Bread/Grain</u> (2 servings) One-half should be whole grain					
<u>Oil/Fat</u> (Optional) Margarine, gravy, condiments, etc.					
<u>Dessert</u> (Optional)					
<u>Fortified Milk</u> (8 oz. serving) Nonfat, lowfat					

NOTE: A record of all menu changes and substitutions must be kept on file in accordance with agency policy.

DAILY MEAL PATTERN – FOOD GROUPS

Grains

Two (2) servings

One serving of bread is a one-ounce slice of bread, ½-cup pasta or grain, or a one-ounce serving of baked grain products. Foods can be either whole grains or refined, enriched grains; one-half of servings should be whole grain products.

Alternates for one serving of bread include:

1 biscuit, 2.5" diameter; 1 muffin, 2" diameter; cornbread, 2" cube; waffle, 7" diameter; tortilla, 6" diameter; ½ cup dressing or stuffing; ½ bagel; ½ large sandwich bun; 5-6 whole grain crackers; 2 graham cracker squares

Vegetables

Two (2) servings: ½ cup or equivalent

A serving of vegetable (including dried beans, peas, and lentils) is:

½ cup of raw sliced vegetable; ½ cup cooked or canned vegetable; 1 cup of fresh lettuce salad greens (leafy vegetable); ¾ cup of 100% juice

Include the five subgroups:

Dark green, orange, starchy, other vegetables, and dry beans & peas. Fresh or frozen vegetables are preferred over canned. May serve an additional vegetable instead of a fruit.

Fruit

One (1) serving: ½ cup or equivalent

A serving of fruit is 1 medium apple, banana, or pear; ½ cup of chopped, cooked, or canned fruit; ¾ cup of 100% fruit juice. Fresh, frozen, or canned fruit should be packed in juice, light syrup, or without sugar. May serve an additional fruit instead of a vegetable.

Protein Foods – Meat and Meat Alternates

One (1) serving: two to three (2–3) ounces of cooked, edible portion of lean meat, fish, poultry, or meat alternate.

Alternates for one ounce of cooked meat:

2 tablespoons peanut butter; 1 egg; 1 ounce natural cheese; ¼ cup cottage cheese; ½ cup cooked beans or peas; ½ cup tofu

To limit the sodium content of the meals, serve cured and processed meats (e.g. ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, dried beef) no more frequently than once a week.

Milk or Milk Products

One (1) serving: 1 cup or equivalent

Most milk or milk products servings should be fat-free or low fat. Milk fortified with vitamins A and D should be used.

Milk alternates equivalent to 1 cup measure include:

1 cup yogurt or 1 cup soymilk; 1½ cups ice milk or ice cream; 1½ ounces natural cheese; 2 ounces processed cheese; ⅓ cup shredded cheese; 2 cups cottage cheese

Optional Beverages

Drinking water should be available. Other beverages such as juices, coffee, tea, decaffeinated beverages, soft drinks, and flavored drinks, may be served.

Oils (Optional)

One (1) teaspoon

May be used on bread or in food preparation, including seasoned vegetables. Use fats in a liquid or soft (spreadable) form from vegetable sources such as canola, corn, cottonseed, olive, safflower, soybean, and sunflower oil. Avoid items containing *trans* fats.

Accompaniments and Condiments

Include traditional meal accompaniments such as condiments, spreads, garnishes. Examples include: mustard and/or mayonnaise with a meat sandwich, tartar sauce with fish, and salad dressing with salad. Salt substitutes shall not be provided or used in cooking.

Dessert (Optional)

½ cup serving

Include as appropriate in the daily menus, using fruit and whole grain items, and low fat or low sugar products. A dessert containing ½-cup fruit per serving may be counted as a serving of fruit. A dessert that contains the equivalent of 1 serving grains may be counted as a grain serving.

NOTE:

A serving of food can only be counted in one food group within the same meal. For example, dried beans may be counted either as a meat alternate serving or as a vegetable serving but not both in the same meal.

NUTRIENT ANALYSIS TABLE

Menus that are documented as meeting the nutrient requirements through nutrient analysis software must provide at least the following values:

Nutrient	Nutrient Value per Meal
Calories (Kcal)	716 Kcal, averaged over 1 week; no meal less than 600 Kcal
Protein (grams)	15% of total calories; target value: 27 grams/meal
Fat (grams)	30% of total calories; target value: 24 grams/meal
Carbohydrate (grams)	55% of total calories; target value: 98.5 grams/meal
Vitamin A (mcg)	300 mcg
Vitamin C (mg)	30 mg
Vitamin B ₆ (mg)	0.57 mg
Vitamin B ₁₂ (mcg)	0.8 mcg
Vitamin D (mcg)	5 mcg
Calcium (mg)	400 mg
Magnesium (mg)	140 mg
Zinc (mg)	3.7 mg
Sodium (mg)	800 mg or less per meal; lower sodium content is desirable
Fiber (grams)	7 – 9 grams
Potassium (mg)	1567 mg

POLICY AND PROCEDURES

TITLE: MENU SUBSTITUTIONS

APPROVED BY: BOARD OF DIRECTORS

PROCEDURE NUMBER: 04.107
EFFECTIVE DATE: 10/22/09
SUPERSEDES: 2/20/92

I. POLICY

A. AUTHORITY

The Mid-East Area Agency on Aging.

B. POLICY STATEMENT

Menu substitutions will be accurately recorded on a daily basis.

II. PROCEDURE

A. PURPOSE

Menu substitutions are made in accordance with the agency's established procedure to maintain accurate records of foods served.

B. APPLICABILITY

This Policy applies to all senior centers and caterers.

C. REQUIREMENTS

1. Menu changes and substitutions may be made in the event of product delivery shortages, to use perishable foods in a timely manner (such as donated produce or baked goods), and for special events such as center anniversary or volunteer recognition celebrations.
2. The senior center administrator shall contact the agency dietitian for menu review and approval when planning the menu for a special event.
3. Menu substitutions must be made in accordance with the pre-approved list of nutritionally equivalent substitutions or have prior approval by the agency dietitian. See attached list of SPECIFIC NUTRIENT SOURCES.

4. If possible, the entire day's menu should be traded with another day in the same week to maintain the nutritional balance of the menu. When a menu cannot be traded, the center or caterer shall serve foods as close as possible to the original menu item, such as a leafy green vegetable for leafy green vegetable, high fiber food for high fiber food, and citrus (or another good source of Vitamin C) fruit for citrus fruit, etc.
5. A change in any of the required menu items (including entree, starch or bread, vegetable, salad, milk, or dessert) must be recorded.
6. The cook or senior center administrator is responsible for recording menu substitutions on the AGING AHEAD MENU CHANGE form – see attached form. A completed form is required for each month. Note on form: “No Changes”, if applicable.
7. Menu substitution records shall be kept on file at the senior center for 12 months. All senior centers, including those that receive catered meals, must maintain menu substitution records. The menu substitution records will be reviewed during each center's annual audit.

SPECIFIC NUTRIENT SOURCES

The target amount of **Vitamin A** for Older Adults is 900 ug/daily or 300 ug/meal.

Food, Standard Amount	Vitamin A (ug)	Calories
Organ meats* (liver, giblets), various, cooked 3 oz.	1490 – 9126	134 – 235
Sweet potato with peel, baked, 1 medium	1096	103
Pumpkin, canned, ½ cup	953	42
Carrots, cooked from fresh, ½ cup	671	27
Spinach, cooked from frozen, ½ cup	573	30
Collards, cooked from frozen, ½ cup	489	31
Kale, cooked from frozen, ½ cup	478	20
Mixed vegetables, canned, ½ cup	474	40
Turnip greens, cooked from frozen, ½ cup	441	24
Carrot, raw, 1 small	301	20
Winter squash, cooked, ½ cup	268	38
Cantaloupe, raw, ¼ medium	233	46
Red sweet pepper, cooked ½ cup	186	19
Apricots, canned in juice, ½ cup	208	60
Mandarin Oranges, canned in juice, ½ cup	106	46

The target amount of **Vitamin C** for Older Adults is 90 mg/daily or 30 mg/meal.

Food, Standard Amount	Vitamin C (mg)	Calories
Red Sweet Pepper, raw, ½ cup	142	20
Red Sweet Pepper, cooked, ½ cup	116	19
Orange, raw, 1 medium	70	62
Orange juice, ¾ cup	61 – 93	79 – 84
Green Pepper, sweet, raw, ½ cup	60	15
Green Pepper, sweet, cooked, ½ cup	51	19
Grapefruit juice, ¾ cup	50 – 70	71 – 86
Vegetable juice cocktail, ¾ cup	50	34
Strawberries, raw, ½ cup	49	27
Brussels sprouts, cooked, ½ cup	48	28
Cantaloupe, ¼ medium	47	51
Broccoli, raw, ½ cup	39	15
Edible pea pods, cooked ½ cup	38	34
Broccoli, cooked, ½ cup	37	26
Sweet potato, canned, ½ cup	34	116
Tomato juice, ¾ cup	33	31
Cauliflower, cooked, ½ cup	28	17
Pineapple, raw, ½ cup	28	37
Kale, cooked, ½ cup	27	18

SPECIFIC NUTRIENT SOURCES

The target amount of **Vitamin B₆** for Older Adults is 1.70 mg/daily or 0.57 mg/meal.

Food, Standard Amount	Vitamin B₆ (mg)	Calories
Liver, beef, cooked, fried, 3.5 ounces	1.40	229
Oatmeal, cooked, 1 cup	0.74	150
Banana, medium	0.70	105
Salmon, cooked, 3.5 ounces	0.65	182
Chicken, light meat, cooked, 3.5 ounces	0.63	173
Turkey, light meat, cooked, 3.5 ounces	0.50	155
Potatoes, mashed, 1 cup	0.48	188
Avocado, 1	0.48	306
Fish, Halibut, baked, 3.5 ounces	0.40	214
Tuna, in water, 3.5 ounces	0.40	116
Tomato juice, 1 cup	0.34	41
Haddock, baked, 3 ounces	0.30	95
Blackstrap molasses, 2 Tablespoons	0.29	86
Rice, brown, cooked, 1 cup	0.28	178
Sunflower seeds, ¼ cup	0.26	157
Brussels sprouts, ½ cup	0.23	40
Prunes, dried, 10	0.22	201

The target amount of **Potassium** for Older Adults is 4,700 mg/daily or 1167 mg/meal.

Food, Standard Amount	Potassium (mg)	Calories
Sweet potato, baked, one potato (146 grams)	694	131
Tomato paste, ¼ cup	664	54
Beet greens, cooked, ½ cup	655	19
Potato, baked, flesh, one potato (156 grams)	610	145
White beans, canned, ½ cup	595	153
Yogurt, plain, non-fat, 8 ounce container	579	127
Prune juice, ¾ cup	530	136
Blackstrap molasses, 1 tablespoon	498	47
Halibut, cooked, 3 ounces	490	119
Lima beans, cooked, ½ cup	484	104
Winter squash, cooked, ½ cup	448	40
Cod, Pacific, cooked, 3 ounces	439	89
Bananas, one medium	422	105
Spinach, cooked, ½ cup	419	21
Tomato juice, ¾ cup	417	31
Prunes, stewed, ½ cup	398	133
Pork loin, center rib (roasts) lean, roasted, 3 ounces	371	190
Cantaloupe, ¼ medium	368	47
1% – 2% milk, 1 cup	366	102 – 122
Orange juice, ¾ cup	355	85

SPECIFIC NUTRIENT SOURCES

The target amount of **Vitamin E** is 15 mg alpha-tocopherol/day or 5 mg/meal.

Food, Standard Amount	Vitamin E (mg)	Calories
Fortified ready-to-eat cereals, ~ one ounce	1.6 – 12.8	90 – 107
Sunflower seeds, dry roasted, one ounce	7.4	165
Almonds, one ounce	7.3	164
Sunflower oil, high-linoleic, one tablespoon	5.6	120
Cottonseed oil, one tablespoon	4.8	120
Safflower oil, high-oleic, one tablespoon	4.6	120
Hazelnuts (filberts), one ounce	4.3	178
Mixed nuts, dry roasted, one ounce	3.1	168
Turnip greens, frozen, cooked, ½ cup	2.9	24
Tomato paste, ¼ cup	2.8	54
Peanut butter, 2 tablespoons	2.5	192
Tomato sauce, ½ cup	2.5	39
Canola oil, one tablespoon	2.4	124
Wheat germ, toasted, plain, 2 tablespoons	2.3	54
Peanuts, one ounce	2.2	166
Avocado, raw, ½ avocado	2.1	161
Corn oil, one tablespoon	1.9	120
Olive oil, one tablespoon	1.9	119
Spinach, cooked, ½ cup	1.9	21
Sardines, Atlantic, in oil, drained, 3 ounces	1.7	177

Target amount of **Magnesium** is 420 mg/daily or 140 mg/meal.

Food, Standard Amount	Magnesium (mg)	Calories
Bran ready-to-eat cereal (100%), ~ one ounce	103	74
Halibut, cooked 3 ounces	91	119
Spinach, canned, ½ cup	81	25
Almonds, one ounce	78	164
Cashews, dry roasted, one ounce	74	163
Mixed nuts, oil roasted, with peanuts, one ounce	67	175
White beans, canned, ½ cup	67	154
Black beans, cooked, ½ cup	60	114
Oat bran, raw, ¼ cup	55	58
Artichokes (hearts), cooked, ½ cup	50	42
Peanuts, dry roasted, one ounce	50	166
Lima beans, baby, cooked from frozen, ½ cup	50	95
Beet greens, cooked, ½ cup	49	19
Okra, cooked from frozen, ½ cup	47	26
Oat bran muffin, one ounce	45	77
Brown rice, cooked, ½ cup	42	108
Haddock, cooked, 3 ounces	42	95

SPECIFIC NUTRIENT SOURCES

Target nutrient amount for **calcium** is 1,000 mg/day or 400 mg/meal.

Food, Standard Amount	Calcium (mg)	Calories
Romano Cheese, 1.5 ounces	452	165
Pasteurized process Swiss cheese, 2 ounces	438	190
Fruit yogurt, low-fat, 8-ounce container	345	232
Swiss cheese, 1.5 ounces	336	162
Ricotta cheese, part skim, ½ cup	335	170
Pasteurized process American cheese food, 2 ounces	323	188
Provolone cheese, 1.5 ounces	321	150
Mozzarella cheese, part-skim, 1.5 ounces	311	129
Cheddar cheese, 1.5 ounces	307	171
Fat-free (skim) milk, one cup	306	83
Muenster cheese, 1.5 ounces	305	156
1% low-fat milk, one cup	290	102
Low-fat chocolate milk (1%), one cup	288	158
2% reduced fat milk, one cup	285	122
Buttermilk, low-fat, one cup	284	98
Whole milk, one cup	276	146
Feta cheese, 1.5 ounces	210	113

Target nutrient amount for **calcium** is 1,000 mg/day or 400 mg/meal. **Non-dairy food sources of calcium.**
Bioavailability may vary.

Food, Standard Amount	Calcium (mg)	Calories
Fortified ready-to-eat cereals (various), one ounce	236 – 1043	88 – 106
Soy beverage, calcium fortified, one cup	368	98
Sardines, Atlantic, in oil, drained, 3 ounces	325	177
Tofu, firm, prepared with calcium sulfate and magnesium chloride, ½ cup	253	88
Pink salmon, canned with bone, 3 ounces	181	118
Collards, cooked from frozen, ½ cup	178	31
Molasses, blackstrap, one tablespoon	172	47
Spinach, cooked from frozen, ½ cup	146	30
Soybeans, green, cooked, ½ cup	130	127
Turnip greens, cooked from frozen, ½ cup	124	24
Ocean perch, Atlantic, cooked, 3 ounces	116	103
Oatmeal, plain/flavored, instant, fortified, one packet	99 – 110	97 – 157
White beans, canned, ½ cup	96	153
Okra, cooked from frozen, ½ cup	88	26
Crab and clams, canned 3 ounces	86 – 78	84 – 126
Beet greens, cooked from fresh, ½ cup	82	19
Trout, rainbow, farmed, cooked, 3 ounces	73	144

SPECIFIC NUTRIENT SOURCES

Target level of Dietary Fiber is 21 grams/daily for adult women or 7 grams/meal.

Food, Standard Amount	Fiber (g)	Calories
Navy beans, cooked, ½ cup	9.5	128
Bran, ready-to-eat cereal (100%) ½ cup	8.8	78
Kidney beans, canned, ½ cup	8.2	109
Split peas, cooked, ½ cup	8.1	116
Lentils, cooked, ½ cup	7.8	115
Pinto beans, cooked, ½ cup	7.7	122
Black beans, cooked, ½ cup	7.5	114
Lima beans, cooked, ½ cup	6.6	108
Artichoke, globe, cooked, 1 each	6.5	60
White beans, canned, ½ cup	6.3	154
Chickpeas, cooked, ½ cup	6.2	135
Great northern beans, cooked, ½ cup	6.2	105
Soybeans, mature, cooked, ½ cup	5.2	149
Bran, ready-to-eat cereals, various, ~ 1 ounce	2.6 – 5.0	90 – 108
Crackers, rye wafers, plain, 2 wafers	5.0	74
Sweet potato, bake, with peel, 1 medium	4.8	131
Green peas, cooked, ½ cup	4.4	67
Whole-wheat English muffin, 1 each	4.4	134
Pear, raw, 1 small	4.3	81
Bulgur, cooked, ½ cup	4.1	76
Mixed vegetables, cooked, ½ cup	4.0	59
Raspberries, raw, ½ cup	4.0	32
Sweet potato, boiled, no skin, 1 medium	3.9	119
Blackberries, raw, ½ cup	3.8	31
Potato, baked, with skin, 1 medium	3.8	161
Soybeans, green, cooked, ½ cup	3.8	127
Stewed prunes, ½ cup	3.8	133
Dates, ¼ cup	3.6	126
Oat Bran, raw, ¼ cup	3.6	58
Pumpkin, canned, ½ cup	3.6	42
Spinach, frozen, cooked, ½ cup	3.5	30
Shredded wheat ready-to-eat cereals, various ~ 1 oz	2.8 – 3.4	96
Almonds, 1 ounce	3.3	164
Apple with skin, raw, 1 medium	3.3	72
Brussels sprouts, frozen, cooked, ½ cup	3.2	33
Whole wheat spaghetti, cooked, ½ cup	3.1	87
Banana, 1 medium	3.1	105
Orange, raw, 1 medium	3.1	62
Oat bran muffin, 1 small	3.0	178
Pearled barley, cooked, ½ cup	3.0	97

SPECIFIC NUTRIENT SOURCES

Food, Standard Amount	Fiber (g)	Calories
Sauerkraut, canned, solids, and liquids, ½ cup	3.0	23
Tomato paste, ¼ cup	2.9	54
Winter squash, cooked, ½ cup	2.0	38
Broccoli, cooked, ½ cup	2.8	26
Parsnips, cooked, chopped, ½ cup	2.8	55
Turnip greens, cooked, ½ cup	2.5	15
Collards, cooked, ½ cup	2.7	25
Okra, frozen, cooked, ½ cup	2.6	26
Peas, edible – pod removed, cooked, ½ cup	2.5	42

Source: ARS Nutrient Database for Standard Reference, Release 17. Foods are from single nutrient reports, which are sorted either by food description or in descending order by nutrient content in terms of common household measures. The food items and weights in these reports are adapted from those in 2002 revision of USDA Home and Garden Bulletin No. 72, Nutritive Value of Foods. Mixed dishes and multiple preparations of the same food item have been omitted.

Aging Ahead
MENU CHANGES

CENTER: _____

MONTH/YEAR: _____

DATE	APPROVED MENU ITEM	SUBSTITUTE ITEM	REASON FOR CHANGE

This form is to be completed each month and maintained on file at senior center for 12 months for audit review.

SCA Signature: _____

Staffing Pattern Attachment A
Criteria for a Congregate Meal Program

Staffing Pattern based on Meals per day			
<i>Aging Ahead</i>			
Hours Worked	Minutes in hour	Meals per day	Minutes per meal
8	60	48	10
9	60	54	10
10	60	60	10
11	60	66	10
12	60	72	10
13	60	78	10
14	60	84	10
15	60	90	10
16	60	96	10
17	60	102	10
18	60	108	10
19	60	114	10
20	60	120	10
21	60	126	10
22	60	132	10
23	60	138	10
24	60	144	10
25	60	150	10
26	60	156	10
27	60	162	10
28	60	168	10
29	60	174	10
30	60	180	10
31	60	186	10
32	60	192	10
33	60	198	10
34	60	204	10
35	60	210	10
36	60	216	10
37	60	222	10
38	60	228	10
39	60	234	10
40	60	240	10
41	60	246	10
42	60	252	10
43	60	258	10
44	60	264	10
45	60	270	10
46	60	276	10
47	60	282	10
48	60	288	10
49	60	294	10
50	60	300	10

Staffing Pattern based on Meals per day			
<i>Aging Ahead</i>			
Hours Worked	Minutes in hour	Meals per day	Minutes per meal
51	60	306	10
52	60	312	10
53	60	318	10
54	60	324	10
55	60	330	10
56	60	336	10
57	60	342	10
58	60	348	10
59	60	354	10
60	60	360	10
61	60	366	10
62	60	372	10
63	60	378	10
64	60	384	10
65	60	390	10
66	60	396	10
67	60	402	10
68	60	408	10
69	60	414	10
70	60	420	10
71	60	426	10
72	60	432	10
73	60	438	10
74	60	444	10
75	60	450	10
76	60	456	10
77	60	462	10
78	60	468	10
79	60	474	10
80	60	480	10
81	60	486	10
82	60	492	10
83	60	498	10
84	60	504	10
85	60	510	10
86	60	516	10
87	60	522	10
88	60	528	10
89	60	534	10
90	60	540	10
91	60	546	10
92	60	552	10
93	60	558	10

Staffing Pattern Attachment B Criteria for the Home Delivered Meal Program

H.D. MEAL MANAGER CRITERIA: (may work 60, 70 or 80 hrs. per pay period)

Center must have a minimum of 75 home delivery meals and minimum congregate meal count of 50. See schedule for daily scheduled hours below.

Home Delivered Meals	Congregate	Hours Scheduled per day
75-100 meals	50-75 minimum	6 hours per day
101-150 meals	50-75 minimum	7 hours per day
151-200 meals	50-75 minimum	8 hours per day

VEHICLE, DRIVER AND DRIVER ASSISTANT CRITERIA:

An Agency vehicle is needed if senior center:

- is a central kitchen:
- is catered by another kitchen that does not have transportation

Agency Vehicle may be used if the following criteria are met:

- **If the senior center is a central kitchen for other centers.**
- **If the senior center has a satellite or drop off responsibility.**
- **If the senior center is serving an area with a majority of low-income seniors.**

DRIVER & ASSISTANT DRIVER if home delivered meals are in a high-risk area per *Aging Ahead* review.

SATELLITE CENTER

A location where congregate meals are prepared and served OR home-delivered meals are prepared and delivered. The program may be supervised by the nearest *Aging Ahead* multi-purpose senior center. The meals are provided on a reservation basis only.

Aging Ahead may advise on activities and programs which may be provided by *Aging Ahead* or community resources for the location.

Congregate Sites:

- The satellite center will be staffed appropriately to maintain the food service at the required safe levels. The hours of operations will be usually the time needed for food service but may have extended hours for activities and programs.
- The satellite senior center is open to all older adults for food service and programs.
- The facility must meet minimum federal, state and *Aging Ahead* requirements for operation. Insurance for the hours of operation must be approved.
- The cost of the meal must be comparable or below other *Aging Ahead* catered locations.
- The cost of the provision of meals at a satellite center must be within the budgeted *Aging Ahead* funds for the geographic area and must be approved by the *Aging Ahead* board of directors.
- Should identify in Section E, how they will adhere to