This monitoring template is not guidance nor legal advice provided by the Nutrition and Aging Resource Center or the Administration for Community Living.

# State Unit on Aging Senior Nutrition Program Monitoring Template

**State Unit on Aging:**

**Person completing this form:**

**AAA being monitored:**

**Date:**

**Reference:** Older Americans Act, Contract, [reference state policies, regulations]

## Administrative Requirements

| **Met** | **Criteria** | **Documentation/Comments** |
| --- | --- | --- |
|  | 1. Name and address of agency conducting program
 |  |
|  | 1. Name of program manager and experience.
 |  |
|  | 1. Eligibility is based on non-financial criteria.
 |  |
|  | 1. Volunteers receive meals and are counted.
 |  |
|  | 1. Individuals with disabilities who reside with eligible older adults receive meals.
 |  |
|  | 1. Spouses under 60 years old receive meals.
 |  |
|  | 1. Contributions are voluntary and confidential.
 |  |
|  | 1. Suggested contributions are posted.
 |  |
|  | 1. Staff and guests pay full price for meals.
 |  |
|  | 1. Agency follows procedure to safeguard and account for all contributions.
 |  |
|  | 1. Participant voluntary contributions are documented as Program Income.
 |  |
|  | 1. Contributions are used to expand services from which they were received.
 |  |
|  | 1. Meal cost includes both food and labor.
 |  |
|  | 1. NSIP money is spent only for domestically produced foods used in meals consumed by eligible participants.
 |  |
|  | 1. Staff receives education and training to help them best respond to the needs of older adults.
 |  |
|  | 1. Agency has emergency backup plan for meal preparation/service.
 |  |
|  | 1. Meals are provided five or more days a week.
 |  |
|  | 1. If meals are served less than 5 days per week, agency obtained and follows approved waiver from SUA.
 |  |
|  | 1. Congregate meals are consumed in a congregate setting.
 |  |
|  | 1. Home-delivered meals are delivered only to eligible persons (or their designee) in their homes.
 |  |
|  | 1. Home-delivered meal drivers always see or hear participants prior to leaving the meal.
 |  |
|  | 1. Nutrition education is provided at a minimum of one session each \_\_\_\_\_\_\_ congregate and home-delivered meal participants.
 |  |
|  | 1. Individual nutrition counseling, when appropriate, is provided only by an RDN and LD where required
 |  |

## Menus and Nutrition Standards

| **Met** | **Criteria** | **Documentation/Comments** |
| --- | --- | --- |
|  | 1. Menus are planned considering suggestions from participants.
 |  |
|  | 1. Menus comply with the Dietary Reference intakes and the Dietary Guidelines for Americans.
 |  |
|  | 1. Menus are certified in writing by a RDN and LD where required.
 |  |
|  | 1. Approved menu substitutions are documented.
 |  |
|  | 1. Menus are posted at each congregate meal site and provided to home-delivered meal participants.
 |  |
|  | 1. Water is provided with all meals.
 |  |
|  | 1. Appropriate condiments are provided with all meals.
 |  |
|  | 1. Special menus are provided to meet religious, ethnic, cultural, or regional dietary practices.
 |  |
|  | 1. List food and meal suppliers, as applicable
 |  |
|  | 1. Standardized recipes are used as directed by the approved menu.
 |  |
|  | 1. Foods are prepared in a manner that limits sodium and saturated fat.
 |  |
|  | 1. Menus for emergency meals are certified and include at least three approved meals.
 |  |

## Food Safety

| **Met** | **Criteria** | **Documentation/Comments** |
| --- | --- | --- |
|  | 1. Foods to be chilled are placed in containers no more than 4” in depth.
 |  |
|  | 1. Hot foods are packed into insulated containers at temperatures of 160° F or higher.
 |  |
|  | 1. Containers are capable of holding food at temperatures above 135° F.
 |  |
|  | 1. Records indicate all hot foods are maintained at or above 135° F and cold foods temperatures are held at 41° F or lower.
 |  |
|  | 1. Food thermometers are metal and calibrated to plus or minus 3° F.
 |  |
|  | 1. Records indicate all refrigerators are 41° F or below and all freezers are 0° F.
 |  |
|  | 1. Cold foods are transported in insulated secondary containers capable of holding temperatures below 41°.
 |  |
|  | 1. Meals are delivered to the final destination within \_ hours of the end of preparation.
 |  |
|  | 1. Home-delivered meal temperatures are checked and recorded at least weekly.
 |  |
|  | 1. Provide the last two food preparation facility inspections.
 |  |
|  | 1. Hairnets are worn during food prep and service.
 |  |
|  | 1. Hand sinks are accessible, and hands are routinely washed.
 |  |
|  | 1. Agency has contingency plan for overproduced food. Indicate process for handling this food.
 |  |
|  | 1. Evidence of backup plan for food preparation sites and meal sites, to allow for participants to receive meals.
 |  |

## File Review – Congregate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Met** | **Criteria** | **File 1** | **File 2** | **File 3** | **File 4** | **File 5** |
|  | 1. Age verification completed.
 |  |  |  |  |  |
|  | 1. Nutrition screening completed annually.
 |  |  |  |  |  |
|  | 1. Necessary referrals made based on screening results.
 |  |  |  |  |  |

## File Review – Home-Delivered

| **Met** | **Criteria** | **File 1** | **File 2** | **File 3** | **File 4** | **File 5** |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1. Age verification completed.
 |  |  |  |  |  |
|  | 1. Nutrition screening completed annually.
 |  |  |  |  |  |
|  | 1. Necessary referrals made based on screening results.
 |  |  |  |  |  |
|  | 1. ADLs and IADLs completed.
 |  |  |  |  |  |
|  | 1. Inability to attend congregate site documented.
 |  |  |  |  |  |
|  | 1. Participant inability or lack of reliable support to prepare a nutritious meal has been documented.
 |  |  |  |  |  |

Summary

Reviewer’s Printed Name:

Signature:

Date: