

This list includes some of the required elements of a Memorandum of Agreement (MOA) between a Grantee and a Foodservice for Congregate and Home Delivered Meals for Seniors.

- This list is only representative of the programmatic requirements for DHSS/SDS approval of a subcontract/MOA paid in whole or in part from a NTS grant.
- Development of any necessary terms and conditions and execution of the subcontract/MOA, as well as supervision of services under the subcontract/MOA is solely the responsibility of the grantee as required in 7 AAC 78.180.
- The grantee is responsible to develop and manage the necessary legal agreement between the parties.

- 1) List the Grantee and the subcontract Foodservice entity
- 2) List the location(s) and time of day for the meal service, must allow enough time for the seniors to eat and socialize
- 3) Effective dates and statement that both parties will notify each other and the State within at least thirty days in advance of discontinuation of the agreement
  - a. In the event that the State of Alaska or Federal Title III do not fund this program in the full amount of the grant award, this agreement can be invalidated effective the date the state or federal government notifies the Grantee of the reduction or termination of funding
  - b. The MOA may be renegotiated subject to 7 AAC 78.180
- 4) The Foodservice entity agrees to
  - a. Provide meals that meets one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences in compliance with the most recent Dietary Guidelines for Americans
  - b. Identify the Dietary Specifications that will be followed
    - i. the Elderly Nutrition Program meal pattern, or
    - ii. the National School Lunch Program menu pattern for grades 9-12, or
    - iii. the DASH Food Plan (Dietary Approaches to Stop Hypertension)
  - c. Provide the Grantee with records of planned cycle menus
    - i. Allowed to substitute food in pre-approved cycle menu if necessary, as long as the substitute food meets the menu and meal requirements

- ii. Include list of dates of no service for reasons such as holidays and closings
    - d. Provide meals in such a manner as to comply with all laws of foodservice and permits, food safety and sanitation, labor, and civil rights
    - e. Submit Foodservice rosters/spreadsheets that record the Consumers by name and the number of meals per month per individual and monthly invoice
      - i. Every meal claimed for reimbursement must have been served to an eligible individual age 60 or over, their spouse (any age), disabled dependent (any age) that resides with eligible senior
      - ii. Every eligible consumer claimed will have complete annual Consumer Characteristics submitted to Grantee in a timely manner
      - iii. Submit the roster and applicable Characteristics to the Grantee by the 10<sup>th</sup> of the month following the month the meals were served
      - iv. Submit invoice to Grantee by the 20<sup>th</sup> day of the month following the month the meals were served
      - v. Under the Older Americans Act, meal sites are required to solicit for anonymous donations. The Foodservice is responsible for establishing and recording total donations that are then sent to the Grantee for enhanced meal services
- 5) The Grantee agrees (7 AAC 78.180)
- a. To remain administratively and financially responsible for the activity and the performance of the subcontractor
  - b. To obtain Department approval before entering into a subcontract with a value of \$5,000 or more.
  - c. To ensure that all books, documents, and records generated by the subcontractor and the Grantee are available to the department at any time
- 6) Reimbursement
- a. The Grantee agrees to reimburse the Foodservice \$\_\_\_\_\_ per meal up to \_\_\_\_\_# of meals
  - b. Reimbursement will be paid within 30 days of receipt of invoice. If total exceeds \$\_\_\_\_\_, renegotiation of MOA is required.
  - c. If the subcontractor is a School District, the Grantee must pass the Nutrition Services Incentive Program (NSIP) reimbursement on to the District to cover the

cost of any USDA Commodity Foods that may have been used in meals that are not served to children.

- d. If the Subcontractor is not a School District, the NSIP reimbursement should be paid to the entity purchasing the foods to enhance the quality of the meals.
- 7) Signatures of Grantee and Subcontractor shall be by individuals with authority to enter into agreements and include the current date.