

Meal Services Conditions of Participation

Meal Services may be provided to a recipient in a congregate setting where meals are prepared or where meals have been prepared at another site and delivered to that setting, or may be delivered to the recipient's home. The purpose of this service is to promote health and well-being through good nutrition and to promote independence by providing meals for those who need such assistance to remain in their own homes.

Providers of meals that are delivered to satellite sites where congregate meals are served must ensure that the process complies with the applicable food code and with delivery requirements, in addition to site requirements. Congregate settings must provide opportunities for socialization among recipients and others in the community.

The provider who chooses to offer meal services must be certified as a provider of meal services under 7 AAC 130.220 (a)(1)(J), meet with the requirements of 7 AAC 130.295, and operate in compliance with the Provider Conditions of Participation and the following standards.

I. Program administration

A. Compliance with applicable food code.

1. A provider of meal services in the state of Alaska in any location other than the Municipality of Anchorage must secure a food service permit from the State of Alaska, Department of Environmental Conservation, Division of Environmental Health; and implement the food safety requirements of 18 AAC 31, Alaska Food Code.
2. A provider of meal services in the Municipality of Anchorage must secure a food service permit from the Municipality of Anchorage, Department of Health and Human Services; and implement the food safety requirements of the Anchorage Municipal Code, Chapter 16.60, Anchorage Food Code.

B. Personnel.

1. Meal services program director.
 - a. The provider must designate a meal services program director that is responsible for day-to-day management of the program.
 - b. The director must be at least 18 years of age, and qualified through education or experience in nutrition, foodservice, or foodservice management.
2. Dietary consultant.
 - a. The provider must secure the services of a dietary consultant to assist in the development of menus, to conduct nutrient analyses, and to advise regarding food quality and service.
 - b. The dietary consultant may be on staff, full or part-time; may be a volunteer; or may be an independent dietary consultant or another individual with equivalent training in food science; or if such an individual is unavailable, an individual with comparable expertise in planning nutrition services.
3. Volunteers.

The provider must ensure that all volunteers who handle unpackaged food or food contact surfaces are trained in regard to food safety requirements by the provider's Certified Food Protection Manager or by another individual qualified to provide such training.

C. Records.

1. The provider must develop and maintain recipient profiles, including food preferences and food allergies.
2. The provider must maintain meal attendance and meal delivery records.
3. The provider must document all changes to planned menus, including substitutions.

II. Nutrition requirements

A. Menu approvals.

1. The provider must offer meals that meet nutrient requirements specified in the Dietary Guidelines for Americans 2015 – 2020, published by the U.S. Secretary of Health and Human Services and Secretary of Agriculture.
2. The provider must obtain the approval of a dietician or nutritionist that is licensed under AS 08.38, or is a federal employee or under contract as described in 7 AAC 105.200 (c) – (d).

B. Menus.

1. The provider must develop, and use on a rotating basis, a minimum of five weeks of cycle menus that meet nutrient requirements and that have been approved by a licensed dietician or nutritionist.
2. The provider must ensure that each meal provides a minimum of 1/3 of the Dietary Reference Intakes established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences.
3. The provider must serve the foods specified in the approved menus with the following exception: if foods are unavailable at the time of meal preparation, the provider may substitute with foods having comparable nutrient value.
4. The provider must seek recipient food preferences information, and incorporate preferences in the menus when reasonable.

C. Special dietary meals.

1. The provider may offer special dietary meals if the necessary foods can be obtained, the staff have the skills necessary to prepare the meals, and the menus have been approved by a licensed dietitian or nutritionist.
2. For any recipient served special dietary meals, the provider must have on file a dietary prescription from a licensed dietitian or nutritionist, or from the recipient's attending physician, physician assistant, or advanced nurse practitioner that is licensed under AS 08, or is a federal employee or under contract as described in 7 AAC 105.200 (c) – (d).

III. Congregate meal services

A. Meal timeframes.

1. The provider must serve meals at scheduled times five or more days a week except when such frequency is not feasible, at least one meal per day, and a second meal if the provider chooses to offer and the recipient requests a second meal.
2. The provider must open the facility where meals are served at least one hour before and remain open at least one hour after meals are concluded to permit recipients to eat a leisurely meal and to socialize.

B. Site requirements.

1. The facility where meals are served must be in compliance with state and local health, fire, safety, building, zoning, and sanitation laws or codes.
2. The dining area must have adequate lighting, and be maintained at a temperature appropriate for the comfort and health of recipients throughout the year.
3. Where feasible, the provider must use furniture suitable for adults in an arrangement that allows for ease of access and that encourages socialization.
4. The provider must use dinnerware, silverware, and glassware appropriate for adults, and adequate for the number of recipients.

C. Delivery requirements.

1. The provider may deliver meals that are ready-to-serve, and that may be hot or cold.
2. The provider must plan delivery to minimize the amount of time meals are in transit, and must check and record the time and temperature of foods when removed from the preparation area.

IV. Home-delivered meal services

A. Meals timeframes.

The provider must deliver meals at scheduled times five or more days a week except when such frequency is not feasible, at least one meal per day, and a second meal if the provider chooses to offer and the recipient requests a second meal.

B. Delivery requirements.

1. The provider may deliver meals that are hot, cold, or frozen, and may include fresh, dried, canned, or supplemental foods.
2. The provider must plan delivery routes to minimize the amount of time meals are in transit, and must check and record the time and temperature of foods when removed from the preparation area and when the last meal is delivered.
3. The provider may deliver meals that are not ready-to-eat only after confirming with the recipient, the recipient's representative, or the recipient's care coordinator that
 - a. the recipient has capacity for storage at the appropriate temperature for food safety and the equipment necessary to reheat the meals; and
 - b. the recipient or the recipient's caregiver is able to follow written instructions from the provider for handling and reheating meals.
4. The provider must deliver meals into the hands of the recipient, a caregiver, or another person designated by the recipient unless other arrangements have been specified in a written agreement that includes
 - a. the designation of a holding place and a procedure that will protect the meals from contamination, dust, insects, rodents, and other animals;
 - b. a statement specifying that the provider accepts responsibility for providing notice of the time that meals were delivered, safe holding temperatures for those meals, and time limits regarding safe consumption of the foods included in the meals; and
 - c. a statement specifying that the recipient accepts responsibility for determining whether the meals are safe to eat.
5. The provider must report to Senior and Disabilities Services within one business day when the provider knows or suspects that the meals are being diverted and consumed or wasted by someone other than the recipient.

V. Recipient health monitoring

A. Wellness checks.

The provider must observe the condition of the recipient at the congregate site or at the time of home delivery, and notify the recipient's care coordinator, program manager, or appropriate authority when there is cause for concern about the recipient's health, safety, or welfare.

B. Nutritional risk screening.

1. The provider must distribute to each recipient a copy of the *Determine Your Nutritional Health* checklist developed by The Nutrition Screening Initiative.
2. The recipient, alone or with the assistance of the provider, may determine a nutritional score on the checklist, and may follow up with one of the suggested contacts.