

## Exhibit A: STATEMENT OF WORK

### Congregate and Home Delivered Nutrition Programs

*All programs must be in accordance with the Older Americans Act (OAA), as amended, Idaho Commission on Aging Rules IDAPA 15.01.21 and Idaho Commission on Aging Program Manual.*

#### **1. Program Definition:**

##### **Congregate Meal**

##### **The meal site will:**

a. serve a hot or other appropriate meal in a group setting which assures a minimum of 1/3 of the Required Dietary Allowance (RDA) as established by the National Academy of Science and adheres to the current Dietary Guidelines for Americans, issued by the Secretaries of the Departments of Health and Human Services and Agriculture. Meals can be either site-prepared or catered. Each site is required to serve meals at least five (5) days or more per week (except in a rural area where such frequency is not feasible and a lesser frequency is approved by the State agency).

b. A multi-purpose senior center is a community focal point for service delivery. It must be a highly visible, one-stop location from which older persons and their families can obtain information about available services and find opportunities to participate in programs and activities. A multi-purpose senior center must focus its efforts on meeting the needs of older persons with disabilities or situational conditions that limit their activity and participation.

c. Congregate nutrition providers also will provide outreach. Outreach is identifying older persons in the service area in need of services and making appropriate referrals by personal face to face visit or a telephone call.

##### **Home Delivered Meal**

##### **The meal site will:**

a. deliver a hot or other appropriate meal to eligible persons in private homes, which assures a minimum of 1/3 of the Required Dietary Allowance (RDA) as established by the National Academy of Science and adheres to the current Dietary Guidelines for Americans, issued by the Secretaries of the Departments of Health and Human Services and Agriculture. Provider must provide five (5) days or more per week (except in a rural area where such frequency is not feasible and a lesser frequency is approved by the State agency). Provider needs to inform the AAA if they cannot provide the client meals.

##### **Nutrition Services Incentive Program (NSIP)**

Provides incentives to encourage and reward effective performance by States in the efficient delivery of nutritious meals to older individuals. ICOA submits the meal count for the entire year and State to

the Administration for Community Living (ACL) on January 31<sup>st</sup>. ACL distributes NSIP funds to the ICOA two to four times a year. ICOA allocates funds directly to the AAA's based on the NSIP eligible meal count entered into GetCare database during the period October 1<sup>st</sup> until September 30<sup>th</sup> the following year. The AAA then has 30 days to submit the funds to each meal site, depending on the prior year's meal count.

## **2. Eligibility**

**Congregate Nutrition** No means test shall be given.

### **Eligible persons are:**

- a. Persons 60 years or older and their spouse
- b. Individuals with disabilities (under age 60) who reside in housing facilities occupied primarily by older individuals where congregate meals are provided.
- c. Individuals with disabilities living with and accompanying an eligible person; or
- d. Persons under 60 providing volunteer services during the meal hours

**Home Delivered Nutrition** No means test shall be given.

- e. 60 years of age or older
- f. Frail, homebound by reason of illness or incapacitating disability, or otherwise isolated
- g. The spouse of the older person, regardless of age or condition, may receive a home delivered meal if, according to criteria determined by the area agency, receipt of the meal is in the best interest of the homebound older person.
- h. Not being able to prepare a meal (shall be based upon the degree to which Activities of Daily Living (ADLs)/Instrumental Activities of Daily Living (IADLs) limit ability to independently prepare meals).

## **3. Unit of Service**

### **Congregate and Home Delivered Nutrition**

One (1) meal served per eligible person.

## **4. Training**

Each provider will ensure that all staff and volunteer training requirements are met per IDAPA 16.02.19.201.

## **5. Donations**

Each participant must be given the opportunity to make a confidential donation toward the cost of the meal. Providers will use donations/contributions to increase the number of meals served, facilitate access to such meals, or provide supportive services related to the nutrition program. Under no circumstances may the Provider deny an eligible participant service because of the participant's inability or decision not to contribute to the cost of the meal(s). Specifically, the Provider will:

- a. Provide each recipient with an opportunity to voluntarily contribute to the cost of the service.
- b. Clearly inform each recipient that there is no obligation to contribute, and the contribution is purely voluntary.
- c. Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution.
- d. Establish appropriate procedures to safeguard and account for all contributions; and
- e. Use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received under the OAA and Idaho's Senior Services Act (ISSA).

## **6. Outreach**

Each provider should try to locate persons in the community who are not participating in available programs or receiving services for which they qualify; identify their service needs; provide them with information about aging programs and services available in their communities; and assist them with accessing services they need or programs in which they want to participate. Outreach is an Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their care givers) and encouraging their use of existing services and benefits.

## **7. Nutrition Education**

Each provider shall present nutrition education from a trusted source, contracted dietitian, or the AAA on at least a monthly basis to seniors, both in the senior center and at home delivered meal recipients' homes.

## **8. Additional Requirements**

Comply with all applicable federal, state, and local laws, regulations, and rules including, but not limited to:

- a. Fire, health sanitation, safety, building, and zoning laws, ordinances, or codes (IDAPA 15.01.21)
- b. Idaho Rules Governing Food Safety and Sanitation Standards for Food Establishments (UNICODE - IDAPA 16.02.19)
- c. Licensure requirements (IDAPA 16.02.19.930)
- d. Federal Occupational Safety and Health Administration (O.S.H.A. and IDAPA 15.01.21)
- e. Provisions of the Americans with Disabilities Act (PL 101-336 and IDAPA 15.01.21)
- f. Applicable provisions of ICOA and Idaho Code together with all related rules and/or regulations
- g. All foods used in the preparation of meals shall be obtained from sources that comply with and shall be of good quality. The following minimum standards must be met: canned fruits and vegetables (USDA Grade A), fresh and frozen fruits and vegetables, poultry (USDA Grad A or better), beef (USDA Select or better; ground beef should be no more than 19% fat), Pork (USDA #1, minimal fat), eggs and dairy products (USDA Grade A or better), salt (iodized), milk (Grade A pasteurized), fishery products (UNICODE - IDAPA 16.02.19.100), (UNICODE - IDAPA 16.02.19.100).