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PROGRAM INSTRUCTION

EOEA-PI-02-09

TO: Aging Services Access Points
Area Agencies on Aging
Nutrition Projects

FROM: Lillian Glickman

DATE: March 12, 2002

RE: Elderly Nutrition Meal Policy

The Executive Office of Elder Affairs is issuing this Program Instruction to set forth policies regarding the reimbursement of home delivered meals for ASAP clients, and Waiting List procedures for Title III Nutrition Programs. This policy is designed to standardize the operations of the programs as well as allow for continued flexibility in providing this valuable service to elders in the Commonwealth.

Home Delivered Meals for ASAP Clients:

The ASAP shall reimburse the Nutrition Program for all ASAP clients, i.e. clients enrolled in the Home Care, Managed Care in Housing, Chronic Care or ECOP programs whose service plan includes home delivered meals. The reimbursement shall be based on a five or seven day per week service depending on the needs of the client.

If an applicant to the ASAP is placed on a waiting list because of Managed Intake, this elder may be referred to the Nutrition Program for Title III-funded home delivered meals. The Nutrition program will conduct an assessment and determine eligibility for Title-III meals. However, if the Nutrition program has established a waiting list for funding reasons, the elder may be placed on a waiting list for home delivered meals.

Please contact Pat Rivard at 617-222-7468 or Shirley Chao at 617-222-7469 if you have any questions.

Waiting List for Title-III Funded Congregate Meals

In order to avoid premature closing of congregate meal sites, the Executive Office at Elder Affairs is issueing the following guidelines for managing Title III federal meals.

1. Eligibility guidelines must be consistently applied.
2. Donation policy must be enforced.
3. Eliminate free coffee and tea services.
4. Utilize other funding sources for ethnic meals such as ethnic community subsidies for cost differential.
5. Renegotiate prices with the meal provider or request a temporary price reduction.
6. Eliminate high cost alternative meal services, such as choice meals, specialty meals.
7. Consolidate serving sites if there are multiple sites in the community.
8. Rotate serving days, such as serving 4 days a week.

If after all those guidelines have been exhausted and documented, and it is still not cost effective to operate the program , you must contact Elder Affairs before making the final decision to close any site.

Waiting List for Home Delivered Meals

If there is any indication that the existing home delivered meal service will need to institute a waiting list, the following instruction needs to be followed to ensure that fairness and service quality are maintained.

1. Use FY 02 Nutrition budgeted "ASAP home delivered meals purchase service" figure as a bench mark, and arrive at a reasonable weekly estimate.

2. If the weekly figure is under the estimate, contact ASAP and plan for a waiting list.
   - Remove multiple meals -such as frozen meals, bag suppers, weekend meals (NOTE: exclude weekend single meals as it may be their only meal).
   - All new clients - Institute the New Clients policy (see below).
   - Existing clients - Institute the Reassessment policy (see below).

New Client Policy

The new client policy should apply to all new clients regardless of funding source, either home care or Title III. If there is a waiting list, meals must be provided according to the following procedure:

1. Referrals by Protective Services.

2. Hospital discharge clients with acute needs, such as functionally disabled.

3. Clearly with a lack of family and community support during daytime, no homemakers, care giver services.

4. Frailty, any three of the following conditions:
   - Memory impairment
   - No meal preparation (IADL)
   - Food shopping (IADL)
   - Get around outside (IADL).
   - Nutrition screening initiative (NSI) at risk.

Reassessment Policy

When instituting a re-assessment policy, all home delivered meals clients, regardless of funding source or type of meals, need to be included.

Any client with the following condition should be considered first to be placed on a waiting list:

1. Mobility – Any individual who has access to other transportation or food service options, or living in a congregate housing facility.

2. Any individual who has family supports during daytime - homemakers, caregivers, and family caregivers.