

NYS Nutrition for the Elderly Program Check Sheet

SADS:

For MLTC Plans with SADS Contracts in NYC

Date:

Requirement		Documentation
Service Delivery Policy and Procedures -Section on Nutrition	Yes or No	Policy and Procedure detailing how nutrition services are provided including: <ul style="list-style-type: none"> • Policy identifies how regulation is met for the <u>NYS Nutrition for the Elderly Program</u>, • Written procedures for the provision of appropriate food containers and utensils for the visually impaired and disabled, • Food and/or beverages are prepared on site or delivered from a caterer, kept in warming ovens until service and then served to participants, • Efforts are made to conserve the nutritive value, flavor and appearance of foods at all stages of food preparation, delivery and service with attention made to minimize the holding time of hot foods, • There is a written policy concerning the allowance of or prohibition against participants taking part or all of their meal home for later use. Participants and staff must be advised of the policy and aware of food safety issues and participant responsibility for any resulting food borne illness, • Vitamin and mineral supplements are not
	Yes or No	
	Yes or No	
	Yes or No	
	Yes or No	
	Yes or No	

		<p>purchased with program funds,</p> <ul style="list-style-type: none"> • Nutrition supplements (canned formulas, powdered mixes, food bars, etc.) may be made available to participants based on documented, assessed need as determined by a registered dietitian. Such products cannot replace conventional meals unless a physical disability warrants their sole use, • Menus where feasible and appropriate meet the dietary needs and preferences arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals, • Provision of therapeutic diets or modifications is consistent with NYSOFA guidelines and are approved by a registered dietitian, • Participants and their physicians are aware of the type of menu modifications that are available, and • Participants receive a therapeutic diet only if prescribed by a physician. These prescriptions are on file in participant files and are updated annually.
	Yes or No	
	Yes or No	
Permit is required from the SDOH to operate a food service establishment, Program follows the State Sanitary Code	Yes or No	SDOH Permit is displayed and is inspected annually.
Program is inspected annually by the local Health Department.	Yes or No	Inspection reports and follow up documentation on compliance issues are on file.

Registered Dietitian- Menus are planned based on recommendations contained in the current Dietary Guidelines for Americans	Yes or No	Annual Commission on Dietetic Registration; RD is provided with a card and a number. NYSOFA requires the RD credential <u>not</u> the CDN credential.
Approved Menus a minimum of 33 1/3 percent of the <u>dietary reference intakes</u> established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the project provides one meal per day, a minimum of 66 2/3 percent of the allowances if the project provides two meals per day, and 100 percent of the allowances if project provides three meals per day. Any deviation from the planned menu is noted and approved by a registered dietitian.	Yes or No	Nutritional analysis of each meal according to standardized recipes. Analysis is performed by industry acceptable software. Menus are planned on a 4-6-week cycle. Includes all meals served- breakfast, lunch and dinner if offered. The analysis and menus are signed by the registered dietitian. Any deviation from the planned menu is documented as approved by a registered dietitian.
Trained food production staff to meet nutrition service needs	Yes or No	Food Safety and Sanitation Training Certificates for two staff (two staff is the NYC requirement)
There shall be no more than two hours between the time of completion of cooking and the beginning of serving for foods which need to be held at a temperature above 140 degrees F or below 41 degrees F (NYC DOHMH).	Yes or No	Temperature Logs for each meal <ul style="list-style-type: none"> • time and temperature of each food item on completion of cooking, • time and temperature of each food item when delivered, and • time and temperature of each food item when served.
Registered Dietitian reviews Temperature Logs	Yes or No	Temperature Logs signed by Registered Dietitian and plan of correction initiated for maintaining foods at acceptable temperatures.
Menus are prominently displayed at the program and food preparation area	Yes or No	Observed
Records maintained for one year	Yes or No	Food temperatures Health Department inspection reports Menus as served and nutrient analysis Food cost and inventory records and production sheets Physician diet prescriptions

References

NYSOFA Regulations: NYSCR Title 9; Subtitle Y; Part 6654 Services; Sect 6654.20 Social Adult Day Care Programs; (d) Program standards; (1) Services standards; (iv) Services; (a) Required services;

(4) Nutrition

(i) Nutrition means providing nutritious meals for participants who are attending the program at normal meal times and includes offering snacks and liquids for all participants at appropriate times.

(ii) **Meals shall be consistent with standards set forth in this Part for a nutrition program for the elderly site and as established by the Office**, unless

(A) participant meals are brought by the participant or

(B) the program participates in the USDA Child and Adult Care Food Program.

(iii) If meals are prepared by participants and/or staff as part of a planned activity of the program, such meals to the extent possible shall be consistent with standards set forth in this Part for a nutrition program for the elderly site and as established by the Office.

NYSOFA regulations for the nutrition program are based on and must comply with federal requirements specified in the Older July 2015 Americans Act of 1965 as amended in 2006: Title III-C and its sub-parts:

Must meet established federal requirements (OAA Title III-C Sub-Part 3, Section 339)

(1) solicit the expertise of a dietitian (**NYS requires this to be a Registered Dietitian**) or other individual with equivalent education and training in nutrition science, or if such an individual is not available, an individual with comparable expertise in the planning of nutritional services, and

(2) ensure that the project—

A) provides meals that—

(i) comply with the most recent Dietary Guidelines for Americans, published by the Secretary and the Secretary of Agriculture, and

(ii) provide to each participating older individual—

(I) a minimum of 33 1/3 percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the project provides one meal per day,

(II) a minimum of 66 2/3 percent of the allowances if the project provides two meals per day, and

(III) 100 percent of the allowances if the project provides three meals per day, and

(iii) to the maximum extent practicable, are adjusted to meet any special dietary needs of program participants,

(B) provides flexibility to local nutrition providers in designing meals that are appealing to program participants,

(C) encourages providers to enter into contracts that limit the amount of time (**NYS requires this to be two hours or less**) meals must spend in transit before they are consumed,

(F) comply with applicable provisions of State or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual,

(G) ensures that meal providers solicit the advice and expertise of—

(i) a dietitian or other individual described in paragraph (1),

(ii) meal participants, and

(iii) other individuals knowledgeable with regard to the needs of older individuals,

Must meet State regulations and Program Standards as issued by NYSOFA

NYSCR Title 9; Subtitle Y; Part 6654 Services: Section 6654.10 ((c), (d), and (e) (Some sections are not listed because they do not pertain to SADS settings)

Staffing Requirements

- Registered or registration eligible dietitian is used for an adequate amount of time to perform nutrition related responsibilities,
- An individual knowledgeable in food handling, production and service supervises and trains food production staff, and
- Each provider has a sufficient number of trained food production staff to meet service needs (NYC requires two staff to be trained as one trained staff should be there at each meal).

Record Retention

- Each nutrition service provider will keep the following records for one year after the ending date of the program period:
 - Food temperatures logs,
 - Health Department inspection reports,
 - Menus as served and nutrient analysis,
 - Food cost and inventory records and production sheets, and
 - Physician diet prescriptions.

Meal Service and Delivery

- Efforts are made to conserve the nutritive value, flavor and appearance of foods at all stages of food preparation, delivery and service with particular attention made to minimize the holding time of hot foods.
- There shall be no more than two hours between the time of completion of cooking and the beginning of serving for foods which need to be held at a temperature above 140 degrees F.
- Foods are portioned for service as indicated on approved menus.
- Meals served are palatable, attractive, and satisfying based on participant comments and appropriate staff evaluations.
- There are written procedures for the provision of appropriate food containers and utensils for the visually impaired and disabled.
- Menus are prominently displayed at each site and food preparation area.
- There is a written policy concerning the allowance of or prohibition against participants taking part or all of their meal home for later use. Participants and staff must be advised of the policy and aware of food safety issues and participant responsibility for any resulting food borne illness.

Menu and Nutrient Requirements

A. Menu Planning

- Participants' comments on meals are routinely solicited and are considered when planning menus.
- Menus are planned based on a four to six-week cycle.
- Menus are planned based on recommendations contained in the current dietary guidelines.
- Menu items are evaluated to ensure their suitability to program operations.

B. Nutrient Content

- Menus are certified by a registered dietitian that the meal(s) provide one third or two thirds of the dietary reference intakes (DRI).
- A nutrient analysis is available for all meals provided to participants.
- Two meals served to the same individual for same day consumption have a combined nutrient value that provides two thirds of the DRI as confirmed by nutrient analysis.
- Any deviation from the planned menu is noted and approved by a registered dietitian.
- Vitamin and mineral supplements are not purchased with program funds.
- Nutrition supplements (canned formulas, powdered mixes, food bars, etc.) may be made available to participants based on documented, assessed need as determined by a registered dietitian. Such products cannot replace conventional meals unless a physical disability warrants their sole use.

Therapeutic/Religious/Ethnic Diets

- The nutrition services provider provides menus where feasible and appropriate to meet the particular dietary needs and preferences arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals.
- The provision of therapeutic diets or modifications is consistent with NYSOFA guidelines and are approved by a registered dietitian.
- Participants and their physicians are aware of the type of menu modifications that are available.
- Participants receive a therapeutic diet only if prescribed by a physician. These prescriptions are on file and are updated annually.

Fire, Building, Health Code Compliance and Safety Procedures

- All sites and food preparation facilities are inspected annually by the local Health Department. Inspection reports and follow-up documentation on compliance issues are on file.
- All facilities are in compliance with the State Sanitary Code and display operation permits.
- All facilities are clean and provide adequate lighting, heat and ventilation.
- Windows and doors in kitchens and dining rooms are equipped with screens where necessary.
- Extermination services are provided as needed by an exterminator or provider staff certified by the NYS Department of Environmental conservation as a pest control operator.

Food Service Practices Compliance

- Food service practices comply with all applicable federal, Part 14 State Sanitary Code and local health and sanitation regulations.
- Potentially hazardous foods are held, delivered and served at temperatures above 140 degrees F. or below 45 degrees F. (**below 41 degrees F NYC DOHMH**). Temperatures of potentially hazardous foods that are transported shall be routinely taken and recorded.
- Bulk food temperatures will be taken prior to delivery and at serving time on a daily basis
- Food delivery methods, equipment and service are appropriate to prevent contamination.
- Foods served cafeteria style in an area unprotected by sneeze guards are not saved for reservice at a later date.
- The preparation and storage of frozen meals are consistent with DOH guidelines.
- Outbreaks of suspected food-borne illness are reported to the local Health Department immediately.

Food Service Operations

- Food, equipment and supply specifications meet commercial standards for quality, sanitation and safety.
- Food is obtained from approved sources that comply with all laws related to food and food labeling.
- Food and supply storage space are adequate and comply with Part 14 of the State Sanitary Code.
- The availability and layout of food production equipment, storage and service areas promote safety and efficiency.
- Each provider has a sufficient number of food production staff to meet service needs.
- Procedures are in place to forecast the number of meals to be prepared and/or served daily, e.g., reservation system.
- Standardized recipes are used for food production.
- Food items on production and on-site menus are clearly identified and portion sizes are indicated as needed.
- Portion control is maintained during food preparation and service to be consistent with menu and service requirements.
- Food production for next day service and leftovers are handled in accordance with the NYSOFA Food Service Policy and Procedure Manual.

