



## Monroe County Commission on Aging

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### Community Services: Congregate Meals

**Service Name:** Congregate Meals

**Service Definition:** The provision of a nutritious meal in a community setting.

**Unit of Service:** One Meal or 2 cans of Ensure Plus

**Contract Type:** Allocation

#### Minimum Requirements:

1. Each program must have written eligibility criteria which places emphasis on serving older individuals in greatest need and includes, at a minimum:
  - ❖ A person must be 60 years of age or older, or be the spouse of a person 60 years of age or older.
2. Each congregate nutrition provider shall be able to provide information relative to eligibility for home delivered meals and be prepared to make referrals for persons unable to participate in the congregate program.
3. Compliance with Michigan Food Code and local public health codes regulating food service establishments. Each meal site and kitchen operated by a congregate meal provider shall be licensed, as appropriate, by the local health department. The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards.

4. Each program, through a combination of its meal sites, must provide meals at least once a day, five or more days per week. Programs may serve up to three meals per day at each meal site.
5. The program shall notify the Commission on Aging of its intent to close a meal site at least 60 days prior to the last date of meal service.
6. The program shall notify participants at a meal site to be closed of the intent to close the site at least 30 days prior to the last day of meal service.
7. Each program shall document that appropriate preparation has taken place at each meal site for procedures to be followed in case of an emergency including:
  - a. An annual fire drill.
  - b. Staff and volunteers shall be trained on procedures to be followed in the event of a severe weather storm or natural disaster and the county emergency plan.
  - c. Posting and training of staff and regular volunteers on procedures to be followed in the event of a medical emergency.
8. Each program shall have written agreements with the owners of all leased facilities used as meal sites. Written agreements are recommended for donated facilities (i.e. Adult Day Service Centers, Satellite Facilities Senior Housing Sites), but not required. The agreements shall address at a minimum:
  - a. Responsibility for care and maintenance of facility, specifically including restrooms, equipment, kitchen, storage areas and areas of common use.
  - b. Responsibility for snow removal.
  - c. Agreement on utility costs.
  - d. Responsibility for safety inspections.
  - e. Responsibility for appropriate licensing by the Public Health Department.
  - f. Responsibility for insurance coverage.
  - g. Security procedures.
  - h. Other issues as desired or required.
9. Each program shall make available, upon request, food containers and utensils for participants who are blind or have disabilities.
10. Congregate Meal Documentation: Sign-in sheets must be used for meals served to receive reimbursement and clearly separate eligible participants (i.e., person 60 years of age or older), from in-eligible participants (i.e., person under 60 years of age and not the spouse of a participating client) who are receiving meals.
11. Programs must service the Monroe County area.
12. Programs must serve residents age 60 and older.