

(Identify the AAA here)

AAA Nutrition Review Worksheet

Section 07 & 08-NT

Review Section:	Requirement Reference	Additional Information	Requirement	Finding
NT-01	PM 11.3.(1)		____ Interview the dietitian.	
NT-02	PM 11.3.(1)		____ The Dietitian approves all menus monthly.	
NT-03	PM 11.3.2.J, OAA Section 214		____ Dietitian provides nutrition education to program	
NT-04	PM 11.3.2.A.1., https://health.gov/dietaryguidelines/2015/guidelines/		____ The meal sites provide meals that comply with the most recent Dietary Guidelines for Americans as published by the Secretary and the Secretary of Agriculture.	
NT-05	PM 11.3.2.A.3. OAA Section 339(2)(A)(iii)		____ Dietitian adjusts meals to meet any special dietary needs of program participants to the maximum extent practicable.	
NT-06	PM 11.3.2.E OAA Section 339(2)E		____ All congregate meals are provided within a close proximity to the majority of eligible older individuals'	
NT-07	PM 11.6.2.A. OAA Section 331(1)		____ The congregate and Home Delivered Meal programs provide at least one meal per day, at least 5 days per week.	
NT-08	PM 11.3.A, IDAPA 15.01.21.011(b)(c), IDAPA 16.01.19 Subsection 400.02, O.S.H.A. 1910 Subpart D, ADA L101-336 http://legislature.idaho.gov/idstat/Title67/T67CH50SECT67-5008.htm , https://adminrules.idaho.gov/rules/current/15/0121.pdf , http://www.doi.idaho.gov/SFM/Docs/Idaho_Fire_Code_2012.pdf , Section 609 Table, http://legislature.idaho.gov/idstat/Title39/T39CH16.htm , https://adminrules.idaho.gov/rules/current/16/0219.pdf , https://adacounty.id.gov/Development-Services/Planning-Zoning-Division/Zoning-Ordinance , http://www.sterlingcodifiers.com/codebook/index.php?book_id=447 , https://www.dol.gov/oasam/regs/cfr/28cfr/Part35/35toc.htm		____ The AAA ensures all providers comply with state, and local fire, health, sanitation and safety, building and zoning laws, ordinances, or codes.	
NT-09	PM 11.3.B.		____ The providers have a valid permit to operate a food service establishment.	

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NT-10	State Plan, Focus Area 10.A Pg 17, IDAPA 15.01.01.027		____ Check waiting lists to see if there are individuals who are eligible to receive home delivered meals.	
NT-11	PM 11.3. (3&4)		____ Meal sites comply with safe and sanitary handling of food equipment and supplies used in the storage, preparation, service, and delivery of meals to an older individual. All food workers have a certification showing they attended the food and sanitation course.	
NT-12	PM 11.6.3., GU.NU.02		____ The AAA requires meal sites to follow ICOA's "Eligible and Ineligible Participants" guide and monitors the application of this guidance as well.	
NT-13	PM 11.2.J, OAA Section 331(3)		____ The AAA or AAA's contractor provides nutrition screening, education, assessment and counseling to consumers.	
NT-14	PM 11.2.K, OAA Section 339 (K)		____ The AAA or AAA's contractor provides information concerning vaccines for influenza, pneumonia, and shingles at meals sites or with home delivered meals.	
NT-15	PM 11.6.4., FO.NU.02.		____ The AAA requires all meals sites to use ICOA's congregate meal registration form.	
NT-16	IG I&A Assessment Pg 2		____ The AAA uses the assessment to determine client eligibility for home delivered meal services.	
NT-17	PM 11.2.C., OAA Section339(2)©		____ The project encourages providers to enter into contracts that limit the amount of time meals spend in transit before they are consumed.	
NT-18	PM 11.2.D. OOA Section 339(2)(D)		____ When feasible, the program encourages joint arrangements with schools and other facilities serving meals to children in order to promote intergenerational meal programs.	
NT-19	PO.NU.01 NSIP Meal Counts in data base State Code: 67-5007		____ The AAA completes all meal counts in database by November 1st.	
NT-20	PO.NU.02 Congregate Meal Site Reimbursement		____ The AAA enters the required data into ICOA's management information system in order to ensure that Congregate Meal Sites are reimbursed for all meals for eligible participants.	
NT-21	TG.NU.01 Home Delivered Meal Program Compliance		____ The AAA notifies the client or client representative that a meal cannot be left at the HDM address if no one is home due to food safety and sanitary issues.	

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NT-22	TG.NU.01 Home Delivered Meal Program Compliance		_____The AAA notifies the HDM client or representative that they are required to call to cancel a meal if they will not be home to receive it.	
NT-23	TG.NU.01 Home Delivered Meal Program Compliance		_____The AAA develops a fair and equitable policy as to how many times a provider can attempt to deliver a meal before an action is taken.	
NT-24	TG.NU.01 Home Delivered Meal Program Compliance		_____The AAA includes the meal delivery policy in the HDM provider's scope of work to ensure there are no conflicts or confusion regarding provider reimbursement.	
NT-25	GU.NU.01.A Voluntary Contributions/ Donations, OAA Section 315 (6)(b)(1)		_____The AAA ensure that each Nutrition Provider provides program participants with the opportunity to make voluntary donations or contributions to the Nutrition Services Program.	
NT-26	GU.NU.01.B Voluntary Contributions/ Donations		_____The AAA ensures that each Nutrition Provider adheres to the minimum requirements regarding voluntary donations or contributions.	
NT-27	GU.NU.02. Eligible and Ineligible Participants		_____The AAA follows the examples that describe eligible and ineligible participants.	
NT-28	GU.NU.03.1 Commodity/ Donated Food Program		_____The AAA ensures that whatever practice they use to offer participants the opportunity to contribute, there is no reference to a suggested monetary donation that relates to the meal cost.	
NT-29	GU.NU.03.2 Commodity/ Donated Food Program		_____The AAA ensures that Nutrition providers may not charge a fee to any participant when donated foods from a donated food program is accepted.	
NT-30	FO.NU.03 Meal Frequency Waiver, OAA Section 336(1)		_____The AAA fills out the Meal Frequency Waiver Form.	