

Idaho Commission on Aging Technical Guidance



Subject	Idaho Senior Nutrition Program SFY 27		No.	TG_NU_SF_2027
Effective Date	07/01/2026		Version No	01
Close out Date	06/30/2027		Contact Info	208-577-2860
Contact	Birgit Luebeck		Review Date	02/01/2027
Version History				
Version	Revision Date	Description of Change	Author	

1. Background and Purpose

Funds will support and enhance the existing Area Agency on Aging (AAA) Older Americans Act (OAA) and Idaho Senior Services Act (ISSA) nutrition program. Funding is dependent on annual appropriation and may be subject to occasional holdbacks. The nutrition program rules and regulations can be found in the Idaho Commission on Aging’s (ICOA) Operations Manual located at <https://aging.idaho.gov/resources/icoa-administration/> and are incorporated into this Technical Guidance. Funds may only be used for the following purposes:

- A. Eliminate or reduce the waitlist for meal delivery services
- B. Increase the AAA meal reimbursement rate by \$0.25
- C. Emergency response/recovery
- D. Support an increase in number of meals provided

2. Allocation

A. Timeframe:

State fiscal year 27 funds are available on 07/01/2026 and expire on 6/30/2027. All funding must be distributed by ICOA to the AAAs prior to the expiration date.

B. Quarterly Distribution:

Funds will be distributed quarterly in November, February, and May for the following:

- 1) Waitlist mitigation and reduction
 - AAAs are required to enter the waitlist into Collabrios and develop an analysis on utilization with an attrition rate.
- 2) \$0.25 meal site rate increase
 - ICOA will run the 2.0.3. Region Unit Summary Report in Collabrios to calculate the \$0.25 per meal reimbursement to each AAA.

C. Annual Distribution

A final distribution of funding will occur by June 30th for the following:

- 1) Waitlist mitigation and reduction through May.
 - AAAs are required to enter the waitlist into Collabrios and develop an analysis on utilization with an attrition rate.
- 2) \$0.25 meal site rate increase through May.
 - ICOA will run the 2.0.3. report in Collabrios to calculate the \$0.25 per meal reimbursement to each AAA.
- 3) Incentive (overserved) Funding
 - Any remaining funding may be distributed to meals sites that overserved above AAA budgets due to increase in participation beyond AAA budgets (as funding allows). Incentives to meal providers do not supplant or override AAA contracted budgets. The meal provider is not incentivized to exceed the AAA budget but to utilize their own resources to provide additional services. There is no guarantee of incentive funding to the meal providers. AAAs should develop contractual language that permits the meal provider to report additional meals provided and request incentive funding. Income must be used on a first-in, first-out basis. Meal providers must use their income first before federal and state funds are used.
 - AAAs are required to ensure budgets/unit amounts to meal providers are within AAA budgetary limits. AAAs must monitor meals/units provided and reimbursements monthly to ensure providers stay within their contractual limitations.

D. Crisis Mitigation, Emergency Response, and New Meal Sites

Requests for crisis mitigation, emergency response, and support to new meal sites are allowable. AAAs may send an email to the Nutrition Program Supervisor with three quotes of replacement items. Once approval is given by ICOA, meal provider makes the purchase and will send all receipts to the AAAs to get reimbursed after the work is finished. AAA will send receipts to ICOA as proof and ICOA will reimburse quarterly with state nutrition funds if funding allows.

E. SFY 27 Technical Guidance Transition

This technical guidance represents the third year of the pilot program developed. The SFY 27 guidance represents lessons learned and seeks to mitigate complexities around incentives and invoicing.

3. Funding utilization

Funding received through the State Nutrition Program are intended to support the Older Americans Act C1/C2/E-Meals Programs. For meals to be eligible for reimbursement under the State Nutrition Funds, they must adhere to Older Americans Act and [ICOA Guidance](#). A meal eligible for reimbursement under C1/C2 is also eligible to receive support through the State Nutrition Funds.

When meal providers are reimbursed under C1/C2/E-Meals or the State Nutrition Program, the providers must utilize the reimbursement to support the nutrition program as outlined in the OAA, ACL, and ICOA rules and regulations. Depending on how the meal provider is contracted, the service environment (senior center, school, community center), meal production environment (on site or off site) and other factors, costs supporting the program can vary. At a general level, support can include

costs that are directly attributed to producing and serving a meal to an eligible participant. All funds received must go back into the nutrition program, meaning everything that considers towards the cost of meal calculation can be included to spend these State funds as well.

4. Record Keeping

The AAA must consider all record keeping for the funding and fiscal tracking requirements to ensure funds are spent in accordance with this technical guidance and in accordance with GAAP accounting standards. AAAs are required to monitor all providers and ensure funds are utilized appropriately. AAAs must have policies and procedures in place to ensure proper utilization of funding and prior to issuing any funding to providers.

5. Meal Provider Contracts

The AAA is required to enter, amend, or negotiate all contractual arrangements with sub-contractors as required to meet the procurement requirements. Except for the designated AAA administrative funds, all reimbursements must be sent to meal providers.

6. Invoicing/Reimbursement

The AAAs are not required to invoice ICOA. ICOA will issue all payments to the AAA based on data and available funding.

7. Training

ICOA provided an informational meeting before July 1st.

8. Future Funding

This pilot is valid for the time mentioned above and will be changed/updated or renewed with every new State Fiscal Year's funding to meet program needs and requirements.

9. Funding Limitations

Total funding for the State Nutrition Program is \$613,600. ICOA intends to manage funding through quarterly distributions. The goal is to have funding available for all quarters while supporting waitlists and emergencies as they may or may not occur.

10. Financial Irregularities

Meals sites that fail to meet the ICOA operational and fiscal standards maybe be disqualified of non-mandatory reimbursement in the SFY. At its discretion, ICOA may withhold or redistribute State Nutrition or NSIP payments.

This Technical Guidance is subject to change.