Title III-C1: Congregate Nutrition Data Collection and Invoicing

Intake Form

- The Provider will ensure that intake information is documented for all new meal site participants.
- The Provider will input new client information into State reporting software and upload to CoAction Nutrition Staff via Sharepoint.
- Providers shall keep participant intake forms on file, and intake information must be available to CoAction upon request. The participant information must be updated annually.

Daily Report/Sign In Form

- The Provider will ensure that a daily report/sign-in form is completed at each site.
- The Provider will ensure that these records are maintained accurately in a confidential manner. The Provider will input congregate unit information into State reporting software, and upload roster/sign-in forms to CoAction Nutrition Staff via Sharepoint.
- Providers should keep roster/sign-in forms on file, and roster/sign-in information must be available to CoAction upon request.
- The daily report/sign- in forms must be included with the nutrition site's monthly billing.

Submission of Data

- The data entry is to be entered into and completed accurately by the 5th of each month when invoices are required to be submitted.
- The Provider will ensure that all required data is uploaded to the Nutrition Staff every week on Tuesday by 2PM.

Monthly Invoice

- The Provider will ensure that a monthly invoice is submitted to CoAction by the 5th business day of each month.
- The Provider will receive the invoice from the caterer. The meal invoice will be reviewed by the provider. The signature of the authorized representative of the Provider indicates to CoAction that the invoice is approved for payment. The meal invoice is mailed with the Provider invoice to CoAction.
- The Provider will submit their monthly invoice on the authorized CoAction invoice. The invoice units must equal the number of units entered into State reporting software and the number of participant signatures on the Daily Report/Sign in Form. The invoice must be completed in its entirety.

Cash-Match/Project Income and In-Kind

The Provider will complete the following forms monthly:

- The In-Kind Contribution Report
- Volunteer Time Sheets (as appropriate)
- The Program Income/Cash Match Report