Title III-C1: Meal Preparation/Catering Service Definitions

Applicable Rules and Regulations

Title IIIC of the Older Americans Act, 455 IAC 2.1 Home and Community Based Services Rule, and Section 8000 of the Indiana Division of Aging Operations Manual.

Service Description

The purpose of the service is to provide meal services within the planning and service area.

Provider Requirements

a) Meal Preparation/Catering providers must have a valid permit/license from the local health department.
b) Meal Preparation/Catering providers must be in compliance with all sanitation standards as outlined in the Indiana Code Title 410 IAC 7-24.
c) Meal Preparation/Catering providers have all employees and management review and sign informational documentation pertaining to communicable diseases pertaining to food. i.e., reportable diseases, exclusion, and symptoms.
d) Meal Preparation/Catering providers must have procedures in place to identify when food was prepared and its source(s), should there be a food borne disease investigation.
e) Meal Preparation/Catering providers must have a minimum of one certified food safety certified person on premises during all food production/operation.
f) Meal Preparation/Catering providers must have written food safety procedures and proof of internal audits. Temperature logbooks for all prepared items must be in place. HACCP systems are encouraged.
g) All health inspections must be reported to CoAction Nutrition Staff within 24 hours of the inspection. For all Critical violations cited, the Meal Preparation/Catering providers must provide a written explanation of why the error occurred and a written procedure to prevent the violation from reoccurring including documentation of any training conducted.
h) Meal Preparation/Catering providers must have documentation of food safety training programs that are provided on a routine basis.
i) Meal Preparation/Catering providers must supply insulated containers for hot and cold food for the transportation of meals and other food to the designated Nutrition Site.
j) There shall be no more than a four-hour lapse of time between the preparation of the meal and the time the participant is served the meal. Meal Preparation/Catering providers must coordinate with Nutrition Program providers to ensure that this time frame is adhered to.
k) The provider shall maintain the proper temperatures for the hot food at a minimum of 135 degrees F.; and cold foods at a maximum of 40 degrees F.; and should maintain adequate sanitary practices for handling the food transit.
l) CoAction contracts with a Registered Dietitian for menu review and approval. Meal Preparation/Catering providers must submit the proposed menu and all associated recipes to CoAction Nutrition Staff within the prescribed time frame for review and approval by the Registered Dietician. If a Meal Preparation/Catering provider prefers, CoAction will supply a menu that has been pre- approved by the Registered Dietitian.

Additional Requirements:

1. The provider shall be compliant with all pertinent rules and regulations as set forth by the Local Board of Health having jurisdiction in the area that the provider operates.

2. The provider must maintain appropriate insurance pertaining to the preparation and distribution of meals.

Catering Supplies:
To deliver prepared hot/cold nutritious meals, some necessary supplies will be required for service. Below are items needed but not limited to and will be supplied by the contracted Meal Preparation/Catering providers:

- Hot/Cold temperature regulated bulk carriers for food.
- Food Carry-Out Containers
- Portioned serving size utensils (Institutionalized), as necessary and appropriate
- Condiments for each meal as appropriate and applicable to menu and nutrient analysis
- Napkins
- Trays or plates for noon time lunch
- Eating Utensils
- Temperature log meal and comment sheet (delivery confirmation log)
- Appropriate vehicles for delivery

Unit of Service
1 meal = 1 Unit.

Service Authorization
The congregate meal site/provider will provide the Meal Preparation/Catering providers with a weekly meal order

Documentation Requirements
For congregate meal preparation, documentation must include the number of meals delivered to each congregate site. Documentation must be available documenting food temperatures. For home delivered meal preparation, bulk meals delivered to a site for homebound distribution by the congregate meal provider must be documented in the same manner as congregate meal preparation.

Funding Source
Funding sources include: Older American's Act TIIIC funding, NSIP funds.