
—PROGRAM INSTRUCTION—

Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

TITLE:	Congregate Meal Site Closure	NUMBER:	AAA-PI 317
SECTION:	Area Agencies on Aging	APPROVAL:	Betty Ford
ISSUE DATE:	10/30/09	REVISION DATE:	NA
RELEVANT CITATION(S):	Older Americans Act, Section 330; State Program Report Definitions in the Reporting Requirement for Title III & VII; 40 TAC §85.302; AAA-PI 302		
DISTRIBUTION:	<input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff		

The Department is issuing this program instruction to provide information concerning meal delivery when a congregate site must temporarily close.

The decision to close a meal facility or modify meal service is the responsibility of the facility's executive management. The Department does not have the authority to insist a nutrition provider remain open or close due to a health emergency or natural weather situation.

When a congregate site must temporarily close, the site must activate its emergency preparedness plan or business continuity plan. Nutrition service providers must detail how they will provide meals for the "nutritional high risk" consumers in their emergency preparedness plan. The National Aging Program Information Systems (NAPIS) defines nutritional high risk individuals as individuals who score a six (6) or higher on the *Determine Your Nutritional Risk Checklist* published by the Nutrition Screening Initiative.

According to the Administration on Aging, the nutrition service provider may provide, **at the congregate site**, shelf stable meals to congregate participants for consumption at home. The meal is to be reimbursed as a congregate meal and the participant is to be counted as a congregate participant. Since the meal is **provided** at the congregate site rather than at the individual's home, the individual is not considered home bound and is not considered to be receiving home delivered meals during the temporary facility closure.

The facility's executive management must notify the Area Agency on Aging (AAA) of the date of its facility closure. If the temporary site closure exceeds the length of time outlined in the site's plans, the AAA and the nutrition service provider must work together to determine how participants will continue to be served. Until the emergency situation concludes, congregate meal participants who are provided meals for consumption at home will continue to be counted as congregate meal participants and meals provided will be reimbursed as congregate meals.

Because promotion of socialization of older individuals is one of the purposes of the nutrition program (Older Americans Act, Section 330), it is not permissible for the congregate site to establish a regular take out meal service. AAAs must ensure regular congregate meal services are resumed upon conclusion of the emergency situation.