

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Regular and Emergency Meal Site Closings
Policy #: MSP-001
Reference: AAA7 OAA Title III-C Contract, Section XXII(A)
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Created: 03/10/2015
Revised: 03/20/2015

Policy: Providers will notify AAA7 of all regular and emergency congregate meal site closings (including satellite sites).

Procedures:

- 1) By December 31 of each year, provider will submit their scheduled close dates for the following year. Submission will include name of provider, year being reported, date of closing, reason for closing, and notation of particular site affected, or "All" if all sites will be closed. (If provider has one site only, the "Site(s)" area does not need to be completed). Example:

ABC FOODS - 2015

Date	Reason	Site(s)
1/1/15	New Year's Holiday	All
3/15/15	Polling Location	Ourtown Nutrition Site

- 2) For emergency closings for any reason (weather, water/electric/gas issues, fire, etc.), Provider will notify AAA7 in writing (e-mail to rpauley@aaa7.org) of the reason for the closing, as soon as possible. If home-delivered meal provision will be affected because of the shutdown, that should be stated in the notification.