

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

Policy Name: Nutrition Participant Eligibility

Created: 10/15/1997

Policy #: MSP-011

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Reference: Rule 173-4-02

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Policy: The Area Agency on Aging District 7, Inc. (AAA7), requires that priorities for congregate nutrition service be given to persons sixty (60) years of age and older and their spouses, regardless of age, who are in the greatest economic and social need. Any staff person who has attained the age of sixty (60) is also to be considered a regular congregate participant.

An individual with a disability, regardless of age, who resides in a housing complex designated for older Americans, in which there is a congregate site within the confines of the facility, may also be considered an eligible individual.

AAA7 requires that priorities for home-delivered meals be provided to persons sixty (60) years of age and older in the greatest economic and social need that are unable to leave their homes, have no other resources for a meal, and are unable to provide a meal for themselves. Home-delivered meal service must be discontinued and congregate service offered to the recipient upon provider's determination that the person no longer meets home-delivered eligibility criteria.

Procedure:

1. AAA7 requires that a participant in-take/assessment form be completed on each participant. The required form is the "AAA7 Basic NAPIS Intake" (SAMS).
2. In-takes/assessments must be updated at least annually.
3. AAA7 requires the provider to designate a trained individual to assess the need of the home-delivered meal individuals.
4. Applicants for home-delivered meals must initially be assessed by a home visit made by provider staff. Yearly reassessments may be conducted via telephone call.
5. AAA7 will monitor provider's compliance with AAA7 eligibility requirements on an on-going basis.