

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

**Policy Name:** Prioritization for Nutrition Services

**Created:** 03/03/2011

**Policy #:** MSP-016

**Revised:** 03/20/2015

**Reference:** Rule 173-4-03 (C)

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**Policy:** AAA7 will ensure, through annual monitoring, that nutrition providers are following a prioritization system for provision of congregate and/or home-delivered meals for consumers on waiting lists.

**Procedures:**

1. Providers will develop an agency Prioritization Policy that will be reviewed and approved by AAA7.
2. Prioritization Policies will include the following levels for determining placement on waiting lists:
  - A. First Level: Consumers with highest nutrition risk will be placed first on the waiting list. This will be determined by completing the eleven (11) Nutrition Risk questions that are a part of the AAA7 NAPIS Basic Intake Assessment Form. (A married couple will be placed on the list based on the spouse with the higher nutritional risk.)
  - B. Second Level: If several consumers have the same nutrition risk score, the next deciding factor will be income. Although income is not a determining factor for eligibility, those with the lowest income should receive the service before those with higher incomes.
  - C. Third Level: If level one and level two are identical for consumers, the consumer who has been on the waiting list for the longer time period will be served first.
3. Providers will create a tracking system showing consumer name, nutrition risk score, income, date added to wait list and, when enrolled, first day of service.
4. Provider will make tracking list available to AAA7 upon request.