

Attachment B

Specific Service Requirements

Congregate Meal Service and Non-Congregate / In-Home Meal Service

Referenced in:

APD # 15-03-01 POLICIES AND STANDARDS FOR THE DEPARTMENT OF AGING FOOD SAFETY AND MENU COMPLIANCE MONITORING

APD # 15-03-02 POLICIES AND STANDARDS FOR THE DEPARTMENT OF AGING NUTRITION SERVICES

Aging Services Policy and Procedure Manual Chapter IV - OPTIONS

I. Service Definitions:

Congregate Meal

A meal authorized under Title III Part C Subpart 1 of the OAA providing nutrition services in a group setting.

Congregate Meals Congregate Meals are meals provided to eligible older persons in a group setting either in senior centers or adult day care centers. Hot or other appropriate meals which meet at least one-third of the recommended nutritional needs of older persons are available.

Non-Congregate/ In-Home Meal Service

To be eligible for this service the individual must be at nutritional risk, physically or mentally unable to obtain food or prepare meals and have no one willing or able to prepare meals for them as evinced by a completed NAT- E. Each meal shall adhere to the nutrition requirements as outlined in the most current PDA Nutrition Services APD and can be provided hot, frozen or in combination. These meals are provided to consumers in their individual residences and not in a congregate setting.

II. Unit of Service:

Each (1) meal provided in direct service to the consumer in congregate or home setting shall be equal to one billable unit.

III. Applicable Federal Goals:

- A. Promote better health and well-being for older individuals through improved nutrition.
- B. Establish and operate nutrition projects that solicit the expertise of a dietitian or individual with comparable expertise in the planning of nutrition services.
- C. Ensure that the project provides meals that comply with the Dietary Guidelines for Americans (DGA) Provide each participating older individual a minimum of one-third of the Dietary Reference Intakes (DRIs) if one meal is served, a minimum of two-thirds of the DRIs if two meals are served, or one-hundred percent of the DRIs if three meals are served.
- D. Ensure that meals comply with applicable provisions of state and/or local laws

regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual

IV. Specific Consumer Eligibility Criteria:

- A. OHS will determine consumer eligibility based on knowledge of individual circumstances in accordance with OHS and State policy. A comprehensive needs assessment tool (NAT or NAT-E) is completed by a trained Care Manager or Senior Center Director to determine consumers eligibility criteria for Congregate Meal Service or Non-Congregate/ In-Home Meal Service for a discretionary donation or zero cost to the consumer.

V. Administrative Requirements:

Provider must be licensed by PA Department of Agriculture or PA Department of Health license and ServSafe.

Provision of Services

Service must be provided with meal delivery to each Senior Center Location, no later 11:00am on meal service days.

Foods to be delivered shall be packaged individually in separate leak-proof containers with sufficient insulation to prevent heat loss by the hot foods and heat gain by the cold foods. Temperature control or time in lieu of temperature control guidelines shall be used as the public health control as defined in the in the FDA Food Code Section 3-501.

- a. Frozen meals may be delivered reheated or frozen. To prevent bacteria growth, foods shall meet temperature control or time in lieu of temperature control guidelines. If frozen, food shall remain frozen solid to touch through transportation and delivery.
- b. Food containers shall be constructed in a manner which provides for the separation of hot, refrigerated, and frozen food items during delivery.
- c. To assist in maintaining proper food temperatures, hot and cold foods shall be kept in separate containers from the point of preparation, through delivery to the participant.
- d. If using time in lieu of temperature control guidelines meals or meal carriers shall be labeled to make participants aware of the four- hour time and temperature control. This label shall reflect the time the food may no longer be consumed safely.
- e. No food prepared in a private home or processed in an unregulated food

processing establishment shall be used in the preparation of foods. Home canned and home prepared foods may not be used.

Temperature Control for Food Transport

- a. The temperature of hot food items shall at no time drop below 135°F from the point of preparation through delivery until meal service.
- b. The temperature of cold foods shall remain at or below 41°F from the point of preparation through delivery until meal service.
- c. At a minimum, food temperatures shall be checked and recorded at the point of final preparation prior to delivery to the meal site and at the point of receipt at the meal site (where applicable).
- d. If upon receipt at a meal site food temperature checks reveal that hot foods have not been maintained at 135°F or above for a period of less than four hours, the affected foods shall not be served but must be discarded for reasons of food safety or reheated to a temperature of 165°F or higher. Food may be reheated in a microwave, oven, or stovetop. Steam tables, bain-maries, warmers, or similar hot food holding devices are prohibited for reheating foods. Food item may not be served if it has been maintained at a temperature of less than 135°F for a period greater than four hours.
- e. Cold food items that have not been maintained at 41°F or below for a period no longer than four hours or are received at a temperature of 71°F or higher shall be discarded for reasons of food safety.

Time in Lieu of Temperature Control for Food Transport

- a. Hot food items can be held without temperature control for up to four hours provided temperature is 135°F or higher directly upon removing it from temperature control (oven, stove, microwave, etc.) followed by immediate plating, packaging, and placing into the thermal transport unit for delivery. Items shall be labeled as to the time they were packed and discarded if not served within four hours.
- b. Cold food items can be held without temperature control for up to four hours provided the temperature is 41°F or lower upon removal from refrigeration and does not reach 71°F at any time. Items shall be labeled with the time they were packed and discarded if not served within four hours. Cold food that reaches a temperature above 71°F at any time shall be discarded.
- c. Time of packing meals and temperature of food items when packed shall be documented at the food service site and on food transport containers.

programs) while providing enough food to meet PDA nutrition requirements. Specific menu requirements are outlined in Attachment III(a) and Attachment III(b)

II.4 The requirements for a Food Based Pattern (Attachment III(a) and (b)) are as follows:

a. Protein – Minimum requirements shall be three ounces edible entrée portion in lunch or supper and the total protein content of any meal served shall be a minimum of 25 grams. Whole meat shall be served one time per week in the noon and evening programs. High fat/high sodium entrée are to be limited to no more than two meals per month. A high fat meat is one that provides more than 8 grams of fat per ounce. A high sodium entrée provides more than 650 milligrams of sodium per serving. Food labels shall be utilized for making this analysis.

b. Fruits/Vegetables – Three servings of fruit and/or vegetables shall be served in each meal as two or three distinct foods to assure requirements for Vitamin A, Vitamin C, and fiber will be met. One serving is equal to one-half cup of drained fruits or vegetables, four ounces of juice, one piece of fresh fruit, or one cup raw leafy greens. Fresh or raw fruit or vegetables shall be provided two or more times each week in the congregate setting. Home delivered meals and ADC meals are exempt from the requirement of serving fresh or raw fruits/vegetables although they may still be served. The use of juice is discouraged as juice does not provide a source of fiber.

c. Vitamin C – Vitamin C sources providing a minimum of 20 milligrams per serving shall be served daily with every meal. This can be done by serving one high Vitamin C source or two fair Vitamin C sources at each meal.

d. Vitamin A – Vitamin A sources providing more than 250 micrograms per serving shall be served a minimum of three times per week per meal served.

e. Potassium – Foods with high potassium content shall be served two to three times per week to offset elevated sodium levels. This can be done by serving one high potassium source two to three times per week or one fair potassium source at each meal beyond the use of milk and beef entrées. A high potassium food shall be served when a high sodium entrée is served.

f. Grains/Enriched Bread – One to two grain servings shall be served at each meal. A weekly average of seven grain servings shall be served in a five-day-a-week program. A weekly average of 10 grain servings shall be served in a seven-day-a-week program. Carbohydrates in any meal shall be limited to no more than five carbohydrate exchange servings (75 grams). Whole-grains or whole-

grain bread products shall be served a minimum of fifty percent of the time as part of the goal to provide an average of seven grams of fiber daily at each meal served.

g. Milk/Calcium – Milk shall be served daily unless religious or cultural preference by a majority of individuals precludes the acceptance of dairy products or alternates at a meal site. Calcium enriched non-dairy foods may be utilized. When non-dairy sources of calcium are used, entrée portions shall be adequate to replace the protein lost through the elimination of dairy products. In such cases, nutrition education which specifically, but not exclusively, includes information about high calcium food and beverage sources shall be provided to participants annually and documentation retained at the AAA. Notification and justification of this shall be submitted to the PDA.

h. Fat – Lower fat foods are encouraged. Therefore, each meal shall contain a maximum daily fat content averaged over one week not to exceed thirty-five percent of total calories. This requirement may be met by using skim or 1% milk, low-fat condiments, poultry and fish, and limiting most processed meats.

i. A fat serving is an optional menu component.

j. Sodium – A modest reduction in salt intake may lead to a fall in blood pressure. Therefore, meals shall be prepared without added salt. High sodium foods defined as those providing more than 650 milligrams per meal, shall be limited throughout all menus. It is encouraged that meal programs strive for a further reduction. Food labels shall be utilized in menu planning in order to meet sodium guidelines.

k. Calorie/Energy Level – To recognize declining energy needs in the aging population, daily calories in meals shall be:

- i. A minimum of 600 calories each day and a maximum of 750 calories averaged over one week if one meal a day is served,
- ii. A minimum of 1,200 calories each day and a maximum of 1,500 calories averaged over one week if two meals a day are served, and
- iii. A minimum of 1,800 calories each day and a maximum of 2,200 calories averaged over one week if three meals a day are served.

Calorie information shall be compiled utilizing food labels or utilizing a Diabetic Exchange List Model to approximate calories.

If a location serves a population with a majority individual profile different than the female, 71 years old or older cohort, menu modifications may be made and

documentation shall be retained at the AAA. Notification and justification of this modification shall be submitted to the PDA.

l. Dessert is not a mandatory menu component.

m. All foods served as part of the meal shall be included in the menu approval form for the meal.

References for menu planning are available in **Attachments III(a) through VII.**

Attachment III(a) : Food-Based Pattern Plan, Congregate, and Home Delivered Meals

Attachment III(b) : Food-Based Menu Pattern

Attachment IV: Food-Based Menu Planning Guides, Based on USDA National Nutrient Database for Standard Reference

Attachment V: Food Sources of Selected Nutrients

Attachment VI Food Based Menu Approval Form per day served

Attachment VII: Food Based Menu Pattern

Menu Substitutions

II.1 Menus may be subject to change with seasonal availability of food and/or product procurement difficulties.

II.2 The AAA shall retain documentation of menu substitutions including date of substitution, original menu item, and substituted menu item.

II.3 A staff person designated by the AAA shall approve substitutions.

II.4 Substitution documentation shall be retained with the corresponding menu cycle per retention schedule.

II.5 Menu substitutions shall be an equivalent meal component and shall provide a comparable nutrition profile to the food unavailable.

II.6 A complete menu move from one day to another does not constitute a substitution.

III. PDA Menu Review

III.1 Menus may be requested by the PDA dietitian for review.

III.2 Upon request, the AAA will submit a full menu cycle for all meals served.

III.3 Menus shall be sent electronically accompanied by the PDA Menu Approval Form.

Sanitation Standards for PDA Funded Nutrition Services

I. Compliance with applicable federal, state and local fire, health, sanitation, safety and building codes, regulations, licenser requirements and other provisions relating to the public health, safety, and welfare of individuals is required in all stages of food service operation.

II. Persons handling food/food service shall do so in compliance with local public health codes regulating food service establishments referencing to the most recent version of the FDA Food Code as adopted by the Pennsylvania Department of Agriculture.

Reference: FDA Food Guidance Regulation

VI. General Requirements:

Provide each participating older individual a minimum of one-third of the Dietary Reference Intake (DRIs) and Ensure that meals comply with applicable provisions of state and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to older individuals.

The sanitation inspection of the food service provider is the responsibility of the Pennsylvania Department of Agriculture or the local health department licensing and inspection agency.

The AAA shall employ an approved dietitian on a full-time, part-time, or contracted basis to determine the quality and effectiveness of each meal program served, consumer satisfaction, and compliance with PDA nutrition requirements and FSV contacts. Meal programs may not be self-monitored by the FSP dietitian.

Monitoring shall include:

a. Portion monitoring to assure adequate protein, carbohydrate, and vitamin compliance within the APD guidelines and the AAA contract with the FSV.

b. Observation to assure the amount of food distributed to the meal site is adequate for meal service.

c. Quality monitoring to assure food served is of a quality deemed acceptable for service to the individuals and meets food quality and food grade requirements set forth in the AAA contract with the FSV.

d. Nutrition analysis of menu served to assure meals meet the nutrient profile of the menu to be served. Meals shall mirror the approved menu with substitutions providing a comparable nutrient profile.

e. Therapeutic diet monitoring as a result of a signed order for diet and therapeutic diet adherence.

f. Validating food item temperatures.

Evaluation shall include:

a. Compliance to food service contract requirements.

b. Assessment of the quality of the nutrition program.

c. Professional recommendations to enhance or improve the nutrition program.

VII. Conditions of Acceptable Service:

A. Compliance with the Specific Service Requirements.

B. Consistent failures to meet specifications may result in termination of the contract. Neither forbearance nor delay on the part of OHS in exercising its right to terminate shall be deemed a waiver of that right.

ATTACHMENT B-1

AGING PROGRAM DIRECTIVE APD #15-03-01 POLICIES AND STANDARDS FOR THE DEPARTMENT OF AGING FOOD SAFETY AND MENU COMPLIANCE MONITORING

LEGISLATIVE / REGULATORY REFERENCE:

The Pennsylvania Department of Aging (PDA) nutrition programs, which include meals funded by Title III Part C Subparts 1 and 2 and the Nutritional Services Incentive Program (NSIP), i.e., congregate meals, home delivered meals, and meals served at Adult Day Care (ADC) centers are authorized under Title III and Title VI of the Older Americans Act (OAA) U.S.C. §§3001- 3058ee.

PURPOSE:

The purpose of this Aging Program Directive (APD) is to replace Chapter 4 IX.1 a.-d, Nutrition Services APD #06-03-01 Food Service Monitoring Responsibilities. This APD establishes state- wide consistent monitoring standards for all PDA funded nutrition program food preparation and meal sites. This APD is directed to all Area Agencies on Aging (AAAs), AAA staff, and AAA contractors or vendors responsible for administrating PDA's funded nutrition service programs including congregate, home delivered, and adult day service meals.

BACKGROUND:

The AAAs are responsible for monitoring food safety and menu compliance for congregate, home delivered, and adult day service meals during preparation and service and assuring that the food served meets the requirements of both the Older Americans Act (OAA) as amended and the PDA Nutrition Services APD.

OAA Section 339 (42 U.S.C. §§ 3030g-21) requires a state to:

1. Establish and operate nutrition projects that solicit the expertise of a dietitian or individual with comparable expertise in the planning of nutrition services;
2. Ensure that the project provides meals that comply with the Dietary Guidelines for Americans (DGA);
3. Provide each participating older individual a minimum of one-third of the Dietary Reference Intake (DRIs) if one meal is served, a minimum of two-thirds of the Dietary Reference Intakes (DRIs) if two meals are served, or one-hundred percent of the DRIs if three meals are served, and
4. Ensure that meals comply with applicable provisions of state and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to older individuals.

The sanitation inspection of the food service provider is the responsibility of the Pennsylvania Department of Agriculture or the local health department licensing and inspection agency.

DEFINITIONS:

1. Approved Dietitian – An individual with a bachelor’s degree in dietetics who has successfully completed the national examination of the Commission on Dietetic Registration (CDR) and maintains continuing education requirements as established by the CDR. The Dietitian/Nutritionist shall be licensed in Pennsylvania pursuant to the State Board of Nursing regulations at 49 PA. Code, Chapter 21, Professional and Vocational Standards for Licensing Dietitian Nutritionists.
2. Child Nutrition (CN) Label – A voluntary federal labeling program that represents the Child and Adult Nutrition Programs.
3. Cold Storage – Refers to a refrigeration unit or freezer unit.
4. Congregate Meal – A meal authorized under Title III Part C Subpart 1 of the OAA providing nutrition services in a group setting. Services shall include, nutrition screening, education, nutrition assessment, nutrition counseling as appropriate, opportunities for social engagement, and meaningful volunteer roles. Congregate meals shall be served to the individuals as per Procedure 5: Public Health Control for Food Transport on page 8.
5. Elderly Nutrition Program (ENP) – Program providing meals and related nutrition services to aging individuals in congregate facilities such as senior centers; or by home delivery to older individuals who are homebound due to illness, disability, or geographic isolation. Nutrition Services Incentive Program (NSIP) funding is part of the ENP meal funding. Services are targeted to those in greatest social and economic need with particular attention to individuals with low incomes, minority status, living in rural communities, limited English proficiency, and at risk of institutional care.

Reference: [OAA Title III Part C, Nutrition Services](#)

6. Food and Drug Administration (FDA) – Agency of the United States Department of Health and Human Services responsible for protecting and promoting public health through the regulation and supervision of food safety, tobacco products, dietary supplements, prescription and over-the-counter pharmaceutical drugs (medications), vaccines, biopharmaceuticals, blood transfusions, medical devices, electromagnetic radiation emitting devices (ERED), cosmetics and veterinary products.
7. FDA Food Code – Rules that assists food control jurisdictions at all levels of government by providing scientifically sound technical and legal basis for regulating the food service industry.

Reference: [2013 FDA Food Code](#)

8. Food Service Provider (FSP) – An organization or contracted Food Service Vendor (FSV) responsible for the activities performed and resources needed to prepare meals including procuring, preparing, distributing, and serving of food and the cleaning of equipment in facilities related to meal service. The FSP may work directly for the AAA, be contracted through the AAA,

or be a subcontracted meal provider.

9. Food Service Vendor (FSV) – An organization responsible for providing ENP meals. This includes senior community centers, restaurants, school and hospital cafeterias, catering operations, and many other formats. The FSV operates through a contract with the AAA or as a subcontracted meal.
10. Food Transport Equipment – Equipment used to transport bulk meals and individually packaged meals including thermal transport units and vendor vehicles.
11. Foodborne Illness – Reported illness of two or more unrelated people linked to a common food or a common facility. Suspected foodborne illness shall be reported to the local licensing and inspection agency and PDA.
12. Garbage – All putrescible wastes, except sewage and body waste, including animal and vegetable offal.
13. Handwashing Sink– Facilities provided with warm water, soap and hand drying device that is dedicated to handwashing. No food service functions shall take place in a handwashing sink.
14. Hazardous Food – Food that requires time and/or temperature control to keep them safe for human consumption. The following are characteristics of hazardous food:
 - a. Contains moisture - usually regarded as a water activity greater than 0.85.
 - b. Contains protein.
 - c. Neutral to slightly acidic - typically having a pH between 4.6 and 7.5.
15. Home Delivered Meal – A meal authorized under Title III Part C Subpart 2 of the OAA which authorizes meals and related nutrition services to older individuals who are homebound. In addition to meals, services shall include: nutrition screening, nutrition education, nutrition assessment, and nutrition counseling as appropriate. Home delivered meals shall be served to individuals following Procedure 5: Public Health Control for Food Transport on page 8.
16. Licensing and Inspection Agency –The regulatory authority responsible for providing food safety inspections for a food service operation. The licensing and inspection agency could be a local health department, a county health department, or the PA Department of Agriculture. A licensing and inspection agency may conduct routine unannounced sanitation inspections as often as deemed necessary. The Pennsylvania Department of Agriculture’s website contains a [list of local licensing and inspection agencies](#).
17. Meal Production Records – Forms used to determine the kind and amount of food to produce and portion sizes to serve for the menu.
18. Meal Service – The point at which the individual receives the meal either at the community site or

in the individual's home.

19. Menu Substitutions – A food item replacing a menu item that is not available. Menu substitutions are a food equivalent to the food being changed and shall have a comparable nutrient profile.
20. Monitoring and Evaluation – Ongoing activities undertaken to determine the extent to which a program is in compliance with applicable law, policy, regulation, and contracts; determining the quality and effectiveness of programs in order to suggest ways to enhance and improve these programs.
21. Nutrition Education – A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, and health (as it relates to nutrition) information and instruction to individuals, caregivers, or individuals and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. An individual with comparable expertise is someone who has the academic training, knowledge, and expertise of a Registered Dietitian including expertise in nutrition science, clinical nutrition, nutrition education, counseling and assessment, food service operations, health promotion, and disease prevention programs.
22. Nutrition Service Incentive Program (NSIP) – A program that provides allocation grants to states, territories, and eligible Indian tribal organizations. These grants are in addition to Title C1 and Title C2 funding and may only be used for food.

Person In Charge (PIC) – FDA Food Code Chapter 2 requires a designated person to be on site and in charge during all hours of food service operation.

The PIC is responsible for:

- a. Assuring safe food handling practices and demonstrating knowledge of foodborne disease prevention as it relates to the individual food service site.
- b. Identifying menu components which may include a food allergen through information provided by the FSV. Ninety percent of serious food allergies are caused by contact with the proteins in eight foods: milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, or soybeans.
- c. Restricting any person with a communicable disease from working or volunteering in any food service establishment in any capacity in which there is a likelihood that the person might contaminate food or food contact surfaces.
- d. The PIC is responsible for documenting food safety. Materials are available through the Pennsylvania Department of Aging, the Pennsylvania Department of Agriculture, and other resources. Information about food safety training is available at the [PDA website](#) under the Health and Wellness menu.

Reference: [2013 FDA Food Code](#) Section 2.1, Supervision

24. Sanitation Certification – Documentation which may be required by the licensing and inspection agency or by contract with the AAA. This may include Food Protection Manager Certification Programs (i.e. ServSafe), PA Department of Agriculture Sanitation for non profit organizations training or other options as agreed upon by the FSP and the AAA.
25. Temperature Control Unit – Equipment designed to maintain temperature when food is required to be heated, cooled, or both to remain at the target temperature (set point) regardless of the changing environment around it. Examples include a refrigerator, oven, or temperature regulated thermal unit. Removal from this unit will mark the start of the four hour time in lieu of temperature control.

PROCEDURES:

1. Dishwashing Procedures –All eating equipment and utensils shall be cleaned and sanitized using one of the following methods:
 - a. Cleaning and sanitizing by any mechanical dishwashing machine that meets the NSF International (formerly National Sanitation Foundation) Standard 3 for commercial spray type dishwashing machines. Wash and rinse temperatures shall be no less than those specified by the machine manufacturer which are shown on the machine's data plate.
 - b. If a commercial dishwashing machine does not meet NSF International Standard 3 for commercial spray type dishwashing machines, all dishes and utensils shall be sanitized using a separate sanitation procedure. Dishes and utensils shall be submerged in a sanitizing solution following guidance as stated below, Section (d) (iv). Dishwashers not meeting NFS International Standard 3 are not considered sanitizing equipment.
 - c. If a commercial dishwasher is unavailable, the three-sink method shall be utilized as outlined below. The use of a residential dishwasher is not allowed.
 - d. For manual washing, rinsing, and sanitizing utensils and equipment, the three-sink method/procedures shall be followed:
 - i. Equipment and utensils shall be pre-scraped and when necessary presoaked.
 - ii. Equipment and utensils shall be thoroughly washed in the temperature specified on the cleaning agent manufacturer's label instructions or using 110°F water containing a detergent solution.
 - iii. Equipment and utensils shall be rinsed in clean, 110° F water.
 - iv. All eating equipment and utensils shall be sanitized using one of the following methods:
 1. Immersion in clean, hot water at a temperature of at least 171°F.

2. Immersion in a clean solution containing 50 parts per million (PPM) of available chlorine as a hypochlorite and at a temperature not to exceed 220°F.
 3. Immersion in a clean solution containing 200 to 400 PPM or as otherwise specified by the manufacturer of any other chemical sanitizing agent such as quaternary ammonia which demonstrates to be effective and nontoxic under use conditions following the manufacturer's label for PPM and on a room temperature solution.
- v. A test strip or other device that accurately measures the PPM concentration of a solution shall be available and used regularly.
 - vi. After sanitization, all equipment and utensils shall be air dried and stored in a self-draining position. Glasses and cups shall be stored inverted. Other items should be covered or inverted, whenever practical.
- e. If adequate facilities for cleaning and sanitization are not available, single-service articles shall be used and discarded.

Dishwashing machines or warewashing machines may be checked for NSF 3 compliance at the Public Health and Safety Organization's website at [NSF Certified Food Equipment](#).

Reference: [2013 FDA Food Code](#) Section 4-7, Sanitation of Food and Utensils

2. Glove Use Procedure – Single-use gloves should be worn when manual contact is made with food products. Barehanded contact is prohibited. Single-use gloves shall be used for only one task. Single-use gloves shall be discarded when damaged or soiled, interruptions occur during a task, and continual use during a single task lasts more than four hours.

Reference: The FDA's Food Code 2013, Section 3-3, Protection from Contamination After Receiving on the FDA's website at [2013 FDA Food Code](#).

3. Handwashing Procedure – Handwashing shall be completed on the hands and exposed parts of arms with soap and hot water before work; after using the restroom; before and after handling raw foods; after touching the hair, face or body, after sneezing, coughing or using a handkerchief or tissue; after smoking, eating, drinking, or chewing gum or tobacco; after handling chemicals that might affect the safety of food; after taking out the trash; after clearing tables or handling dirty dishes or utensils; after touching clothing or aprons; after touching anything else that may contaminate hands, such as unsanitized equipment, work surfaces or washcloths. Paid and unpaid staff shall receive training on proper handwashing techniques:

Step 1: Wet hands with running water as hot as the persons can comfortably stand (at least 100°F).

Step 2: Apply enough soap to build up a good lather.

- Step 3: Vigorously scrub hands and arms for at least twenty seconds, lather well beyond the wrists, including the exposed portions of the arms.
- Step 4: Clean under finger nails and between fingers.
- Step 5: Rinse thoroughly under running water, turn the faucet off using a single- use paper towel if available.
- Step 6: Dry hands and arms, use single-use paper towels or a warm-air hand dryer. Never use aprons or wiping cloths to dry hands after washing.

Reference: The FDA's Food Code 2013, Section 3-3, Protection from Contamination After Receiving on the FDA's website at [2013 FDA Food Code](#).

4. Menu Substitution Procedure –The procedure for substitutions shall include:
- a. Menu substitutions shall be a menu component equivalent to the food being changed and will provide a comparable nutrient profile.
 - b. A staff person designated by the AAA shall approve substitutions.
 - c. When menu substitutions are made, the AAA will retain documentation of date of substitution, original menu item, and substituted menu item.
 - d. A complete menu move from one day to another does not constitute a substitution.
 - e. Appendix I provides information about comparable food substitutions based on vitamin and mineral requirements.
5. Public Health Control for Food Transport Procedures – Food may be transported to a meal service site using temperature only guidelines or using time in lieu of temperature control guidelines.

Temperature Control for Food Transport

- a. The temperature of hot food items shall at no time drop below 135°F from the point of preparation through delivery until meal service.
- b. The temperature of cold foods shall remain at or below 41°F from the point of preparation through delivery until meal service.
- c. At a minimum, food temperatures shall be checked and recorded at the point of final preparation prior to delivery to the meal site and at the point of receipt at the meal site (where applicable).

- d. If upon receipt at a meal site food temperature checks reveal that hot foods have not been maintained at 135°F or above for a period of less than four hours, the affected foods shall not be served but must be discarded for reasons of food safety or reheated to a temperature of 165°F or higher. Food may be reheated in a microwave, oven, or stovetop. Steam tables, bain-maries, warmers, or similar hot food holding devices are prohibited for reheating foods. Food item may not be served if it has been maintained at a temperature of less than 135°F for a period greater than four hours.
- e. Cold food items that have not been maintained at 41°F or below for a period no longer than four hours or are received at a temperature of 71°F or higher shall be discarded for reasons of food safety.

Time in Lieu of Temperature Control for Food Transport

- a. Hot food items can be held without temperature control for up to four hours provided temperature is 135°F or higher directly upon removing it from temperature control (oven, stove, microwave, etc.) followed by immediate plating, packaging, and placing into the thermal transport unit for delivery. Items shall be labeled as to the time they were packed and discarded if not served within four hours
- b. Cold food items can be held without temperature control for up to four hours provided the temperature is 41°F or lower upon removal from refrigeration and does not reach 71°F at any time. Items shall be labeled with the time they were packed and discarded if not served within four hours. Cold food that reaches a temperature above 71°F at any time shall be discarded.
- c. Time of packing meals and temperature of food items when packed shall be documented at the food service site and on food transport containers.

Reference: [2013 FDA Food Code](#) Section 3-5, Limitation of Growth of Organisms of Public Health Concern

- 6. Thermometer Calibration Procedures – Thermometers should be calibrated before initial use when going from one temperature extreme to another or if dropped. The following are two calibration methods:

Ice Point Method:

- a. Fill an insulated cup with crushed ice and water. The cup shall have enough crushed ice to provide an environment of 32°F.
- b. When the mixture of the water has stabilized in about four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth.
- c. Be sure to hold the stem of the instrument away from the bottom and sides of

the container (preferably one inch) to avoid error.

- d. If the thermometer is not accurate within +/- 2°F of 32°F, adjust the thermometer accordingly. The ice point method permits calibration to within 0.1°F.

Boiling Point Method:

- a. Place distilled water in a container and heat.
- b. After the water in the container has reached a complete rolling boil, insert the instrument to the appropriate immersion depth.
- c. Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.
- d. If the thermometer is not accurate within +/- 2°F of 212°F, adjust thermometer accordingly. The boiling point method permits calibration to within 1.0°F.

Reference: The University of Wisconsin's Food Safety web page at [Thermometer Calibration Document](#)

FOOD SAFETY AND MENU COMPLIANCE MONITORING OF ENP MEAL PROVIDERS:

The AAAs shall:

1. Monitor ENP FSPs to ensure compliance with the policies and standards of the PDA Food Safety and Menu Compliance Monitoring APD, menu compliance to the PDA Nutrition Services APD and the OAA, evaluate the provision of service and arrange for/provide technical assistance as needed.
2. Assign monitoring responsibilities to a AAA representative who is not actively engaged in the provision of the meal service at that site. No FSP or their representative shall self-monitor.
3. Operate only ENP meal service programs which are in food safety compliance with the standards listed in the FDA Food Code as adopted by the Pennsylvania Department of Agriculture.
4. Operate only ENP meal service programs which are in menu compliance with the standards listed in the PDA Nutrition Services APD.
5. Comply with any additional APDs related to nutrition services and also shall adhere to federal law and standards published at 45 CFR 1321.
6. At a minimum, ensure that monitoring visits are completed annually at all sites where ENP meals are prepared and/or served.

7. Report any suspected foodborne illness to the local licensing and inspection agency and notify PDA of the number of people affected, name of the alleged food item, name of the FSV, and actions taken.
8. Report suspected facility sanitation deficiencies to the licensing and inspection agency. The AAA shall also notify PDA of the actions taken.
9. Retain all required documentation for three years. Information may be filed as a hard copy or an electronic copy and shall be available for PDA monitoring or technical assistance visits.

During the ENP Food Safety and Menu Compliance Monitoring Visit the AAA Representative Shall:

1. Use the designated monitoring tools provided by the PDA to conduct the food safety and menu compliance monitoring visit of the FSP.
 - a. The FSP ENP Meal Service Monitoring Form (see Appendix II).
 - i. All sites will be monitored using the first three pages of the form.
 - ii. Any site preparing food will be monitored using Section II of the form.
 - iii. Any serving sites will be monitored using Section III of the form.
 - b. PDA reserves the right to modify or change the FSP ENP Meal Service Monitoring Form and will provide thirty (30) calendar days written notice to the AAA of any such modification or change.
2. Monitor only the meal services funded by the ENP meal programs.
3. Monitor the meal services through direct observation of meal preparation and/or meal service.

Note: Parts of the meal may be prepared prior to the time of the monitor's site visit or the post production or service times may extend the monitoring visit.

4. Sign the monitoring tool as a hard copy or electronic signature by a representative of the site at the conclusion of the visit
5. Document in the comment section of the monitoring form any observance of a possible sanitation deficiency. The AAA shall report the observation to the appropriate licensing and inspection agency. A copy of the completed monitoring form shall be kept on file.

Completing the Food Safety and Menu Compliance Monitoring Visit:

1. Practices found to be out of compliance at the monitoring visit will be corrected

onsite, when feasible, by the FSP.

2. The AAA shall prepare and submit a written monitoring report by mail or email stating any/all findings of the monitoring visit with a copy of the signed monitoring report within forty-five (45) calendar days to the FSP. If deficiencies, concerns, or exceptions are found, the FSP will have thirty (30) calendar days to submit in writing to the AAA a response to the findings and provide corrective actions. The AAA shall require the FSP to develop a corrective action plan including time frames for compliance.
3. The AAA shall continue to monitor the provider's plan of correction until the provider is found to be in compliance.
4. A copy of the monitoring report and corrective action plan shall be submitted to the PDA when completed.

PDA Responsibilities

1. The PDA is responsible for providing annual food safety updates to AAA personnel.
2. The PDA is responsible for maintaining an updated list of approved nutrition education materials for congregate and home delivered meal individuals.
3. The PDA is responsible for notifying the AAA's of changes in the PA adopted FDA Food Code and for modifying the monitoring tool to reflect these changes.
4. The PDA is responsible for providing technical assistance upon request to the AAA.

Appendix I: Food Sources of Vitamin A, Vitamin C, and Calcium

Based on USDA National Nutrient Database for Standard Reference

Calcium Sources

- 8 oz of fortified milk
 - 6 oz of fat free or low fat yogurt
 - Fortified, ready to eat cereal
 - 4 oz of calcium fortified juice
 - Powdered calcium-fortified beverage mix; shall have serving of water to accompany
- ☐ 8 oz calcium-fortified soy/rice/almond milk
 - ☐ ½ cup calcium fortified tofu
 - ☐ 1 ½ oz of cheese
 - ☐ 3 oz sardines or canned salmon (with bones)

Vitamin A Sources, ½ cup portions:

Dried apricots	Mango
Cantaloupe	Spinach
Collard greens	Greens (i.e. turnip, collard, mustard, bok choy)
Kale	Winter squash (hubbard, butternut)
Pumpkin	Sweet potatoes
Broccoli raab	Brussel sprouts
Red or green leaf lettuce	Canned apricots
Kale	Pink or red grapefruit
Carrots	Mixed vegetables
Tomato sauce	Broccoli
Vegetable juice	Black eyed peas
Plantain	Prunes

Sugar snap peas

Romaine lettuce

Vitamin C Sources, ½ cup portions:

Broccoli
Cantaloupe
Cauliflower
Mango
Raw pineapple
Green pepper
Honeydew melon
Kale
Asparagus
Cabbage
Watermelon
Vegetable juice
Potatoes
Acorn squash
Lima beans
Sweet potatoes

Brussels sprouts
Mandarin oranges
Fruit juices, fortified
 Orange or orange juice
 Sweet red pepper
 Tangerine
Blackberries, raspberries, strawberries
Instant potatoes with added Vitamin C
Spinach
Tomatoes, tomato juice or sauce
Greens (i.e. turnip, collard, mustard, bok choy)
Fresh pineapple
Cauliflower
 Zucchini
Sugar snap peas

Grain Sources, ½ cup portions:

Rice
Noodles
Barley
Millet
1 Pancake or waffle
¾ cup ready to eat cereal
½ bagel or English muffin

Spaghetti
Oats
Quinoa
1 slice of bread
4-6 crackers
small muffin or biscuit
½ cup bread dressing or stuffing

Attachment III(a): Food-Based Pattern Plan, Congregate, and Home Delivered Meals

Component/Nutrient	Minimum Amounts to Include In Each Meal	Comments
Protein Source – meat, poultry, eggs, cheese, fish or the protein equivalent in nuts and legumes	<ul style="list-style-type: none"> a. Lunch and Supper shall serve a minimum of 3 ounces, edible portion, in the total 25 gram requirement b. A minimum of 25 grams of protein shall be served in each meal 	<ul style="list-style-type: none"> a. If textured vegetable proteins are used, high food quality shall be maintained b. Use of high fat and high sodium meats shall be limited to no more than 2 meals a month. High fat indicates the protein portion provides more than 8 grams of fat per ounce equivalent. High sodium is defined as greater than 650 mg per serving. The use of highly processed meats is discouraged c. Whole meat shall be served a minimum of one time a week d. Food labels should be utilized in menu planning to meet protein guidelines Meal programs are encouraged to serve seafood once a week. Whole fish pieces may be counted as the whole meat requirement
Fruits and Vegetables	<ul style="list-style-type: none"> a. 3 servings of fruit and/or vegetables shall be served in each meal, as 2 or 3 distinct foods. One serving is ½ cup of drained fruits or vegetables, 4 ounces of juice, 1 piece of fresh fruit, or 1 cup raw leafy greens b. Two servings in a home delivered meal is considered 1 1/2 cups combined drained portion of fruits and/or vegetables served as 2 distinct foods. c. High or fair Vitamin C sources shall be served daily to provide a minimum of 20 grams of Vitamin C per meal d. Vitamin A sources providing more than 250 micrograms shall be served a minimum of 3 times a week per meal 	<ul style="list-style-type: none"> a. No food may be counted in two categories unless as part of an ethnic menu b. Potatoes shall be counted as a vegetable c. Raw or fresh fruits and vegetables shall be provided at least 2 times a week in the congregate meal setting. Home delivered meals and ADC meals are exempt from this requirement d. A high potassium source or multiple fair sources of fruit and/or vegetables shall be served with a high sodium entrée. Foods with high potassium content shall be served 2 to 3 times per week to offset elevated sodium levels. This can be done by serving one high potassium source 2 to 3 times a week or 1 fair potassium source at each meal beyond the use of milk and beef entrees. e. Meal programs are encouraged to limit juice to one time a week in congregate lunch and dinner programs, two times a week in home delivered meal lunch and dinner programs. Juice is discouraged because it is not a source of fiber. f. Meal programs are encouraged to serve legumes weekly as a vegetable or a protein.

Attachment III(b): Food-Based Menu Pattern

Component/Nutrient	Minimum Amounts to Include In Each Meal	Comments
Grains	<p>1 to 2 grain servings shall be served in each meal. A weekly average of 7 grain servings shall be served in a five day a week program. A weekly average of 10 grain servings shall be served in a seven day a week program.</p> <p>For most meals there can be only 1 grain served with a high carbohydrate vegetable (potatoes, corn, lima beans, peas).</p> <p>Each meal shall provide no more than 5 carbohydrate exchanges, or 75 grams of carbohydrate</p>	<p>a. Whole-grain products shall be served a minimum of 50% of the time as part of the goal to provide an average of 7 grams of fiber daily</p> <p>b. Foods such as pasta, rice, cereals, barley and noodles are counted towards the grain requirement and these foods are not part of the vegetable component</p>
Enriched Milk or Calcium equivalent	Each meal shall offer milk.	<p>a. Whole, skim, low-fat, buttermilk or soy milk can be used</p> <p>b. Cheese, yogurt, calcium enriched juice may be used as calcium equivalents</p> <p>c. Non-dairy calcium equivalents can be utilized to meet the calcium requirement if religious or cultural preference by a majority of participants precludes the acceptance of dairy products at a meal site. In such cases, nutrition education which specifically, but not exclusively, includes information about high calcium food and beverage sources shall be provided to participants at least twice per year and documentation retained at the AAA. Notification and justification of this shall be submitted to PDA.</p>
Fiber		Whole grains, legumes, fruits and vegetables should be used to increase the fiber content of the meals
Fat	The daily fat content, averaged over one week, is not to exceed 35% of total calories	<p>a. A serving of fat is an optional menu component</p> <p>b. Low-fat products that do not raise the sodium content of the meal should be specified on the menu to meet fat restrictions</p> <p>c. Fat content can be limited by using skim or 1% milk, low-fat condiments, use of poultry and fish and limiting most processed meats.</p>
Sodium	<p>Average daily sodium content, averaged over one week, is not to exceed 1300 mg per meal, 1800 mg if 2 meals are served, 2300 mg if three meals are served</p> <p>It is encouraged that meal programs strive for a further reduction</p>	<p>a. Meals should be prepared without added salt</p> <p>b. High sodium foods, defined as those providing more than 650 mg per meals, should be limited throughout all menus.</p> <p>c. Food labels should be utilized in menu planning to meet sodium guidelines</p> <p>d. Low sodium products should be specified on the menu to meet the sodium requirements</p> <p>e. A high potassium fruit and/or vegetable should be included with a high sodium meal</p> <p>f. The use of processed foods should be minimized to meet sodium guidelines</p>

Energy level	Minimum of 600 calories per day with a weekly average not to exceed 750 calories in each meal served.	Diabetic exchange guidelines or food labels should be utilized for calorie information. If a location serves a population with a different calorie requirement as based on the DRI, menu modifications may be made and documentation retained at the AAA. Notification and justification of this shall be submitted to PDA
Miscellaneous Foods and Beverages	<ul style="list-style-type: none"> a. As desired or needed to complement the meal b. Fats and desserts are considered optional meal components c. Water should be available to all participants at each meal served 	<ul style="list-style-type: none"> a. Miscellaneous foods can include any food that may enhance meal or to contribute toward the meal's caloric or nutritional content. Nutrient-dense miscellaneous foods are recommended b. Foods such as soups and sauces can be included to enhance food acceptability and meet the caloric requirements of the meal f. Meal programs are encouraged to limit foods high in sugars and saturated fats (cookies, cakes, gravies, jams). Desserts may be served but they are an optional item