

Notice of Instruction
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Notice of Instruction Number: 031110 – Nutrition Program Requirements - dh

TO: All Nutrition Providers/PSA 6

FROM: Debbie Hofer

DATE: March 11, 2010

SUBJECT: Nutrition Education, Training and Program Compliance Review

The purpose of this memorandum is to provide an update and a reminder to the changes noted in the nutrition program requirements outlined in the recently updated **DOEA Program and Services Handbook** (July 2009), specifically in regards to Chapter 4 - OAA. Appendix A of the Handbook also contains pertinent items in Section HH, Nutrition Services. The items summarized below are of a critical nature and will be included as part of the program monitoring process during the course of the year. The program and documentation requirements noted below include the location of the specific chapter and page number reference from the Handbook.

Nutritional Education for Congregate and HDM clients

- To be provided monthly at each site (pg. 4-156)
- Congregate education trainings should last a minimum of 15 minutes. Documentation for monitoring purposes should include site name, duration, topic presented, name and title of trainer, and number of persons in attendance. (Daily log sheet of congregate attendees is acceptable to determine attendance.) (pg. 4-156)

- Home Delivered Meal education documentation should include date of distribution, copy of distributed material and number of clients receiving the information. (pg. 4-156)
- Education training plan and material development is the responsibility of the Registered Dietitian (RD). (pg 4-108 & 4-156)
- The RD is not required to deliver all nutrition education training, but must train and oversee the site manager or assigned staff responsible for conducting the trainings. (pg. 4-156)

Nutritional Program Compliance Reviews (NPCR) (WCFAAA NOI #030910 – Nutrition Program Compliance Review Update – kp)

- Meal site reviews must be conducted quarterly at each physical meal site location.
- The NPCR must be used for this purpose and reviews must be conducted as follows:
 - Once per year by the nutrition consultant (licensed dietitian or licensed and registered dietitian),
 - Once per year by the nutrition program service provider's administrative staff member, and
 - Twice per year by the meal site manager or designee.
- If there is a deficiency, indicate corrective action taken on the form.

Staff Education on Food Safety and Food Borne Illness prevention

- New employees and volunteers are required to have a general orientation to safe food handling and sanitation practices prior to assuming food service assignments. (4-105, item 2.)
- Food borne illness training must be provided to all staff TWICE ANNUALLY (4-105, item 2.)
 - Documentation should include training materials, sign- in sheets and agendas for the trainings as well as name and title of presenter or title of video.

Advisory Council

- Each Nutrition Provider should have an Advisory Council which meets a minimum of two times annually. (4-109, G.)
 - Documentation should include the agenda with dates, topics to be discussed and a sign-in sheet.

Public Information

- Providers are expected to utilize all appropriate media sources to keep the public informed about the nutrition program for seniors. (4-110).
 - Documentation should include copies of newspaper announcements, menus published in the paper, radio or TV copy and dates that the announcements are run.

Should you have any questions about the information provided in this Notice of Instruction, please do not hesitate to contact your Program Manager.

Thank you for your assistance and cooperation.