



Notice of Instruction

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Notice of Instruction Number: NOI 012915- OAA, Title III-C1 Meal Site Holiday Closure Policy

TO: All OAA Nutrition Services Provider Staff
FROM: Kristina Melling, Program Manager
DATE: January 29, 2015
SUBJECT: Notice of Instruction: Older Americans Act (OAA), Title III-C1 Meal Site Holiday Closure Policy

The purpose of this Notice is to provide guidance to the Nutrition Program Service Providers regarding Older Americans Act Title III-C1 congregate meal site holiday closures. This issue is addressed in the Department of Elder Affairs (DOEA) Program and Services Handbook Chapter 4, Section 3, Service Provider, Personnel Policies. Specifically, regarding “Continuity of Care, each service provider will ensure that personnel policies do not have an adverse impact on the availability of supportive and nutrition services during holiday periods.”

Each nutrition service provider must assure the Senior Connection Center (SCC) that procedures address meal site holiday closures including, but not limited to, the following items:

- Holiday closing schedule - The State of Florida recognizes the holidays listed below for employees. Nutrition Program Service Providers must receive prior written authorization from the SCC for any additional planned closing dates. Also, providers must ensure that planned holiday closings do not result in the closure of a congregate meal site for more than four (4) consecutive days, including weekend days.
 - New Year’s Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

- Requirements for provision of meals – The provision of congregate services during site closures must be addressed in the SCC/provider contract. Providers must meet all standards for meal service addressed in the Programs and Services Handbook, Chapter 4 and Appendix A. A contract amendment containing this provision will be forthcoming.

- Reporting of meals – The Program and Services Handbook addresses reporting of service units. Providers must meet all requirements for reporting meals in the Program and Services Handbook, Appendix A. The CIRTS code to allow for reporting of CI shelf meals is CNMLS. The holiday shelf stable meals will be entered in CIRTS using monthly aggregate reporting. The CIRTS code is effective on January 30, 2015.

Thank you for your efforts in ensuring appropriate distribution of this information. Please submit your agency's meal site holiday closure procedures. If you have any questions concerning the information provided in this Notice, please contact your Program Manager. Thank you.