

**ATTACHMENT E
CONGREGATE MEALS
PART TWO-PROGRAM DESIGN**

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**PROGRAM MODEL/SCOPE OF WORK
OLDER AMERICANS ACT
REQUEST FOR PROPOSAL 2015-17**

I. Program Overview

The Congregate Meals program is designed to help increase the nutrient intake and prevent health deterioration and social isolation for seniors aged 60 and older, their spouses regardless of age, and disabled individuals who reside at home with and accompany an older individual who participates in the program. The nutritionally balanced meal and social contact together provide a positive motivation for self-care for seniors who may often eat poorly on their own and may become lonely and depressed in isolation.

II. Regional Distribution Guideline for Funding and Service Unit Requirements

Please Note The interest of the RFP is for provision of county-wide services

For the purposes of planning, the percentages shown below can be used as a guideline to estimate the amount of funding and the service unit levels to include for each region(s) you are proposing to serve. For example, if proposing for the Central Region only, the guideline amount of funding would be approximately 46% of the total funding available (Section III below) and 46% of the Units of Service, County-Wide Target expected (Section V below).

If interested in requesting more than the guideline amounts shown, please explain the reason for the request.

Region	% of Total Seniors in Sonoma County 60 Years of Age and Above Living in Each Region (Total # of Seniors in Sonoma County = 101,208)
Central	46%
Coastal	4%
North	12%
Sonoma Valley	12%
South	15%
West	11%

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III. Estimated Funding

Estimated 2015-16 funding through Title IIIC-1 of the Older Americans Act (OAA) to provide Congregate Meal program to all regions of Sonoma County is **\$303,000.**

IV. Funding Methodology

- A. Each congregate site will receive \$3,500 per site for administrative costs.
- B. As a guideline, each meal will be reimbursed at a rate of \$5.03 per meal. This number will vary depending on total allocation and number of congregate meal sites proposed.

V. Units of Service Requirements for Congregate Meals Program

Service Unit	California Department of Aging Definition	County-Wide Target
1 Meal	<u>Congregate Meal</u> : A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act (OAA) and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with Dietary Guidelines for Americans.	49,353 Meals
1 Session per Participant	<u>Nutritional Education</u> : A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout material may be used, but not be limited to, as the sole education component for congregate meal program participants.	3,800 Sessions

VI. Program Requirements

Along with addressing each point listed in Part Four – Instructions for Proposal Preparation; Section III(D)-Proposal Narrative items 1-5 (page 9-11), proposal must demonstrate the proposer’s ability to:

- A. Provide the number of meals your agency will be able to serve with this funding.
- B. Identify the service area(s) your agency will be serving.

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- C. Comply with the processes and procedures described in Attachment O: Title III-C Nutrition Program Standards 2013 for Sonoma County Area Agency on Aging.
- D. Serve frail isolated seniors who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.
- E. Provide priority to low-income seniors 60 years of age or older, to those with greatest social need, and to eligible minorities.
- F. Describe how the intake process will be completed to collect client information and determine if senior is appropriate for the program. Refer to Attachment L – On-Line Resources, #7 CDA Title III Intake Form Guide for example.
- G. Provide location of each congregate meal site:
 - 1. Site(s) must be located in an area easily accessible to target population and to the maximum extent possible at a facility where social and health promotional activities are offered.
 - 2. Meals are to be provided by the nutrition service provider or through partnerships and/or collaboration with other organizations.
 - 3. Site(s) must meet all Americans with Disabilities Act (ADA) requirements and be operated in a cost effective and efficient manner.
- H. Proposer's staff must include a registered dietician who approves all menu items for compliance with Older American Act nutrition requirements.
- I. Provide one hot meal to program participants Monday through Friday. Describe how fresh ingredients will be used (fresh ingredients preferred).
- J. Allow for special and therapeutic diets.
- K. Complete the Older Americans Act Nutritional Risk Assessment checklist and make appropriate referrals if participants score at a high nutritional risk which must be monitored and reassessed on a quarterly basis. Refer to Attachment L – On-Line Resources #8-Nutritional Risk Assessment Form.
- L. Ensure conformance with the following nutritional and kitchen site requirements to be monitored by the AAA nutritionist:
 - 1. AAA Title III-C Nutrition Program Standards and all state and federal Title III C regulations – Refer to Attachment O.
 - 2. The California Retail Food Code (CRFC) and local health department regarding safe and sanitary preparation of meals. Refer to Attachment L – On-Line Resources #6.
 - 3. Occupational Safety and Health Administration (OSHA) requirements.
- M. Administer nutritional education to participants at a minimum of four times per year per site with subjects based upon the needs of the participants and must be culturally appropriate. Nutrition education must be provided by program Registered Dietician, dietetic students, interns or technicians under the close supervision of a Registered Dietician.

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- N. Discuss with clients how to plan for meals during emergencies, weather-related conditions, and natural disasters.
- O. Ensure nutrition staffing conforms to the requirements set forth in the California Department of Aging Title IIC Program Regulations which includes the qualifications, training, and duties of food service manager and the dietitian/nutritionist. Refer to Attachment O.
- P. Refer applicants determined ineligible to receive OAA congregate meals to the nearest non-OAA congregate site or to other appropriate food assistance programs.
- Q. Report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement.
- R. Prevent disclosure any information about the participant without written consent of the individual.
- S. Offer services free of charge.
- T. Provide each senior with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule.
 - 1. Protect the privacy of each senior with respect to contribution made.
 - 2. Establish procedures to safeguard and account for all contributions.
 - 3. Encourage meal sites to participate in use of EBT cards (Electronic Benefits Transfer) to collect participant donations.
- U. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- V. Describe disaster preparedness plans and safeguards/communication systems established for clients in the event of a major disaster.

VII. Reporting Requirements

Proposals must show the proposer's ability to:

- A. Provide timely, complete, accurate, and verifiable reports.
- B. Report activities to the AAA on a monthly basis, utilizing the software or forms supplied by the AAA. Software includes using the SAMS/Harmony data collection application to comply with California Department of Aging (CDA) registered services requirements.
- C. Submit program performance reports in accordance with AAA requirements.