

Technical Assistance Packet

Nutrition Program for the Elderly Program

1. STAFFING

- (a) Personnel involved in all aspects of food handling and preparation are to be in good health and trained to ensure the safety standards of the food prepared and served. At all times of operation, one person on staff must hold a valid Food Manager's Certificate issued by the Suffolk County Department of Health Services. The manager/supervisor must participate in quarterly menu planning. If a menu served does not meet the standards and comply with the written menu, the Contractor's meal payment is withheld.
- (b) The Contractor must maintain an adequate amount of staff to meet all the specifications and responsibilities of the submitted proposal in an orderly, punctual and reliable manner.
- (c) The Contractor shall demonstrate evidence of an on-going in-service training program for all non-management personnel. The Office for the Aging reserves the right to alter the in-service training program if necessary.
- (d) The Contractor must screen all staff and job applicants for previous history of criminal conviction for a felony relevant to their duties.

2. PROGRAMMATIC RECORDS AND REPORTING

- (a) The Contractor is expected to provide the Suffolk County Office for the Aging with monthly records detailing the number of meals prepared as well as specific information relating to food costs. It is anticipated that all programs will implement prudent management and controls in the area of food costs including complete inventory and purchase records. The Contractor shall maintain all related records for review by the Suffolk County Office for the Aging and State Office for the Aging for a period of seven years.
- (b) The Contractor and the Office for the Aging shall keep on file copies of the certified menus as used for a period of one year. All recipes must be standardized and available upon request.
- (c) The Suffolk County Office for the Aging reserves the right to inspect and/or audit any aspect of the meals program at any time. The Office for the Aging also reserves the right to make any changes in the Contractor's meal program necessary for compliance to the specifications and/or Federal, State and Local regulations.

3. FOOD SAFETY AND SANITATION

- (a) The Contractor shall maintain the standards of cleanliness in compliance with the Federal, State, and County Department of Health Services standards relative to the premises, equipment, personnel and the handling of food. All purveyors used by the Contractor must meet the same sanitation standards. The facilities shall be open for inspection at any time by the appropriate regulatory agencies as well as

Office for the Aging staff. All necessary licenses and permits shall be obtained and posted in a prominent place within the meal preparation area.

- (b) The Contractor must establish a formal system of soliciting comments from the participants concerning meals to the elderly.
- (c) All food shall be in the appropriate containers insuring that hot food will be served at or above 140 degrees Fahrenheit, cold food at or below 41 degrees Fahrenheit or at a temperature mandated by the Department of Health Services. The Suffolk County Office for the Aging reserves the right to check food temperatures and vehicle conditions whenever it is deemed necessary.
- (d) The Contractor must utilize temperature probes for checking food temperatures. In addition, refrigerators and freezers located at food preparation and service sites must have thermometers.
- (e) Temperatures of potentially hazardous foods shall be routinely taken and recorded as follows:
 - (i) Bulk food temperatures must be taken daily before packaging and pick up and must be documented.
 - (ii) Home-delivered meal temperatures must be taken daily before portioning and must be documented.

4. NUTRITION STANDARDS

The Federal and State Regulations governing the Nutrition Program for the Elderly require that:

- (a) Each meal served reflect the 2015-20 Dietary Guidelines for Americans (8th ed. – see attachment), published by the Secretaries of Health and Human Services and Agriculture, and contain at least one third of the current Dietary Reference Intakes (“DRI”) (see attachment) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, National Research Council. A minimum six-week cycle menu must be approved at least 4 weeks in advance by the Office for the Aging nutritionist. Changes in the approved menu may be made only with prior approval from the Office for the Aging nutritionist and kept to an absolute minimum. Menus must include varied flavors, colors, textures, food choices and preparation methods. The cycle menus must reflect seasonal changes in food availability.
- (b) Preparation methods designed to conserve the nutritive value of food should be followed at all times. Specific attention should be given to short cooking periods and minimum use of liquid in preparation of vegetables. The food should be appetizing, attractive in color and texture, not greasy and lightly seasoned.
- (c) All menus must meet the nutrient requirements stipulated in the Federal Regulations for nutrients and energy. The meal must provide approximately 550-750 calories. The fat content, based on total calories, must not exceed 30%; the sodium content of the meal must fall within the range of a NO-ADDED SALT diet or 1000 mg. averaged over one week.
- (d) A limit of one higher sodium entrée (500-800 milligrams of sodium) per month may be served at meal time. Ready-to-serve “convenience foods” must fall

within the NO-ADDED SALT menu plan, and the nutrient breakdown shall be made available to the Office for the Aging upon request. Lower salt ham and cold cuts for lunch and supper meals are required.

- (e) All gravies will be made with at least one-half low sodium base. The use of low-fat gravies is required.
- (f) A good source of fiber, e.g., tossed salad, coleslaw, raw vegetables, is required daily.
- (g) All condiments are provided as specified in the menu and condiment chart. Iodized salt must be purchased instead of non-iodized. Herbs, spices, and lemon are substituted for salt to enhance flavor.

CONDIMENT CHART

<u>ITEM</u>	<u>CONDIMENTS</u>
Tossed Salad	Salad Dressing
Breaded Fish	Tartar Sauce or Lemon Juice
Chicken	Cranberry Sauce
Turkey	Cranberry Sauce
Hot Dog	Mustard Packet
Hamburger without Gravy	Ketchup Packet
Spaghetti, Ziti, All Italian Entrees	Parmesan Cheese
Supper Sandwiches	Mayonnaise Packet or Mustard Packet

Note: Condiments are provided for both congregate and home delivered meals.

- (h) A complete sample of each day's meal(s), including all components except milk and bread, must be held in the refrigerator for 5 days after the day of preparation for testing purposes.

(i) **Meat or Meat Alternate**

(i) Three ounces, not including skin, bone, or coating, cooked edible portion of meat, fish, poultry, cheese or meat alternate must be served. In general, 1 oz. of lean meat, poultry, or fish, 1 egg, 1 oz. natural cheese, 2 Tbsp peanut butter, ½ cup cooked dry beans, or 1-2 oz. of nuts or seeds as applicable can be considered as 1 oz. equivalent. Up to 1½ ounces of meat alternates, such as cooked dried beans or peas, nuts, cheese, eggs, etc. can be used. Lower fat entrees are recommended, such as poultry products and leaner meats. Molded or pressed meats are not to be served.

(ii) Sandwiches, hot or cold, must contain 3 oz. of protein.

(j) **Vegetables and Fruit**

(i) A minimum of three half-cup servings of fresh, frozen or canned vegetables and fruit or other juices must be served daily. To the extent possible, fresh vegetables and fruits in season should be utilized. A good source of Vitamin A must appear at least three times a week. A daily source rich in Vitamin C must be provided. A rich

source is defined as one which provides at least 33 percent of the DRI (30 mg. Vitamin C equals 1/3 of the DRIs). Full strength (100%) fruit juice or vegetable juices must be enriched with Vitamin C.

- (ii) Four (4) ounces of juice or a half cup of fruit or ¼ cup of dried fruit will be counted as one of three (3) half-cup servings. Fruit can fulfill a Vitamin A or C requirement.
- (iii) Rice, noodles, spaghetti, stuffing/dressing, or macaroni do not count as a vegetable.
- (iv) Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes should total ½ cup per serving.

Note: When canned vegetables are used, no salt should be added in cooking to minimize the sodium content. Canned beets and tomatoes are acceptable. Juice should be 100% juice with no sugar added. Canned fruits should be juice/water packed with no sugar added.

(k) **Bread or Bread Alternate**

- (i) Includes all foods made from wheat, rice, oats, cornmeal, barley, such as bread, oatmeal, breakfast cereals, tortillas, and grits. In general, 1 slice of bread, 1 cup of ready-to-eat cereal, or ½ cup of cooked rice, pasta, or cooked cereal can be considered as 1 ounce equivalent. A variety of enriched and/or whole-grain bread products, particularly those high in fiber, are recommended. At least half of all grains consumed should be whole grains.
- (ii) One serving of one half cup of potatoes or enriched pasta, rice, or noodles (canned potatoes are not acceptable). Instant mashed potatoes must be enriched with Vitamin C.

(l) **Fats**

One teaspoon of Vitamin A fortified margarine made from polyunsaturated fats such as corn, sunflower and safflower oils in a liquid or soft (spreadable) form that contains no artificial trans fat is required in the meal plan.

Note: Oil or margarine used in cooking cannot be counted for one teaspoon to be served in menu pattern.

(m) **Desserts**

- (i) Discretionary calories are the remaining amount of calories in a meal pattern after accounting for the calories needed for all food groups, using forms of foods that are fat-free or low-fat. One serving of one half cup of all desserts such as puddings, fruited gelatin, pie, custards, cakes, cookies, and similar foods, are included. Desserts for diabetic diets such as fruit sorbet, sugar free gelatin, aspartame pudding, vanilla wafers, and angel food cake are served.

- (ii) Diabetic Meal - Diet dessert substitutions are available for non-fruit dessert. Nutrasweet/Aspartame pudding/gelatin, fresh fruit, fruit sorbet, unsweetened canned fruit, angel food cake (1 slice), graham crackers (4 halves/serving), ginger-snaps (4/serving) are examples of diet desserts. Diet desserts are modifications of the regular dessert.

Note: The use of artificial trans-fats with regard to oils and shortenings used for deep frying of yeast or cake batter, and all other foods containing artificial trans-fat is banned. This does not apply to food served in the manufacturer's original, sealed packaging, such as a package of crackers.

(n) **Milk Group**

- (i) One half pint of low-fat milk fortified with Vitamins A and D. Low-fat or skim milk and cheese must be used in meal preparation. Foods made from milk that have little to no calcium such as cream cheese, cream and butter are not part of the group. Milk provided for emergency packs can either be ultra high temperature ("UHT") milk in one half pint boxes or nonfat dry milk in individual serving packets. Skim milk must be available. Milk must be served in unopened half-pint containers as packaged at the milk processing plant.
- (ii) When individuals or groups are unable to tolerate milk or milk products, incorporate lactose-reduced milk or milk products, calcium substitutes (i.e. yogurt or cheese) or non-dairy sources of calcium such as tofu or greens, as feasible and appropriate.

(o) Special Holiday meals are expected as part of the menu policy.

(p) Compliance with current State Office for the Aging Nutrition Program standards is required.

5. MEAL PATTERN

The meal pattern is a template for the menu planner. It provides a framework of foods to include. It is a simple and cost effective tool that ensures the number of servings per food group is met at each meal. The meal pattern was updated with the release of the 2015 *Dietary Guidelines for Americans (DGAs)* and up to date, *My Plate*. In addition, the Dietary Reference Intakes, including the RDAs/AIs, continue to be revised. Below is the revised pattern, USDA Food Guide for a 1600 kcal/day diet. The estimated calorie range for a male adult 51+ year is 1600-2200 based on physical activity level, from sedentary to active. It is designed to be in accord with the 2015 DGAs and food servings recommended in *My Plate*. It emphasizes nutrient-dense foods, lean meats, low fat dairy products, and whole grains. Overall this meal pattern is designed to provide a variety of foods low in saturated fats, sodium (salt) and added sugars. The *Guidelines* allows for discretionary calories in addition to the nutrient-dense foods.

USDA Food Guide

<u>FOOD GROUP</u>	<u>SERVINGS PER DAY</u>	<u>SERVINGS PER MEAL</u>
Bread or Bread Alternate	whole grains 3 servings; other grains 2 servings	2 servings: 1 cup pasta or rice; 2 slices of bread (1 oz. each) or equivalent combinations
Vegetable	4 servings	2 servings: ½ cup or equivalent measure (may serve an additional vegetable instead of a fruit)
Fruit	3 servings	1 serving: ½ cup or equivalent measure (may serve an additional fruit instead of a vegetable)
Milk or Milk Alternate	3 servings	1 serving: 1 cup or equivalent measure
Meat or Meat Alternate	5 oz. equivalents	3 oz. or equivalent measure*
Fats	5 teaspoons	1 serving: 1 teaspoon or equivalent measure
Discretionary	130 calories	Varies

* The required Meat or Meat Alternate is 3 ounces or equivalent measure instead of the USDA Food Guide 2 ounces based on the following. The importance of dietary protein cannot be underestimated in the diets of older adults. Protein is needed for building and for repairing body tissues and is critical to the body's immune system. Inadequate protein intake contributes to increased skin fragility and vulnerability to infection, poorer healing, and longer recuperation from illness. Research studies have demonstrated that older adults require more protein than the RDA of 0.8 grams in order to maintain nitrogen balance. Dietary protein of 1.0 – 1.2 grams/kilogram body weight is needed to maintain equilibrium or slightly positive nitrogen balance to preserve muscle mass and strength. Animal proteins are considered to be of high biological value (contain all of the essential amino acids), which is the most effective way to achieve adequate dietary protein.

6. FOOD GRADES & STANDARDS

The following minimum food grades and standards must be met:

- (a) Canned Fruits or Vegetables – USDA Grade A – packed in juice or light syrup
- (b) Fresh Fruits or Vegetables – US #1 Quality or better
- (c) Frozen Fruits or Vegetables – USDA Grade A or better
- (d) Poultry – USDA Grade A or better
- (e) Beef – USDA Choice or better
- (f) Pork – USDA #1 or better; pork chops – loin or rib cut end-to-end; Ham – center cut
- (g) Beef, poultry and meat byproducts – USDA choice grade; all meat USDA stamped; from federally approved inspection plant

- (h) Ground Meats (beef, pork, poultry) not to exceed 18 – 20% fat
- (i) Fish – All fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry
- (j) Eggs (pasteurized eggs) Grade AA
- (k) Milk, fresh pasteurized fluid, USDA Grade A – Vitamin A & D fortified
- (l) Cheese – Natural, USDA Grade A; pasteurized or processed pasteurized cheese; American or Swiss; [Note: protein content of processed cheese will be lower than whole cheese]. Cheese food not allowed. Cottage cheese – USDA Grade A
- (m) Margarine – USDA Quality Approved; trans fat free; fortified with Vitamin A
- (n) Mixed Meat entrées – pre-made items, such as Lasagna, must meet all USDA standards and program requirements for amounts of protein and sodium
- (o) Salt (iodized)

Note: Congregate nutrition sites must have water readily available at meal times and throughout the day in clean water pitchers, from a fountain or water cooler, or some other portable water source.

- (p) Cold supper meals must meet one third of the Recommended Dietary Allowances. This cold supper package is delivered with the midday meal. An example of a cold supper package includes a sandwich, juice, milk, salad, dessert and condiment.

(q) **Frozen Meals**

Weekend and holiday frozen home delivered meals must be kept by the Contractor at 0 degrees Fahrenheit or below during storage and delivery. Frozen meals have a shelf life of 3 months. Every frozen meal is labeled with date, contents and cooking/handling procedures. All compartments of the aluminum tray are full.

(r) **Emergency Meals**

A shelf-stable emergency meal package must be available for use during severe weather conditions or other emergency situations when the site is unable to open or the meal cannot be prepared. The emergency meal package must be available for all congregate and home delivered meal participants as determined by the manager of the nutrition site. This package consists of a day's supply of shelf-stable foods and shall be replenished by the Contractor. The Office for the Aging nutritionist must approve the emergency meal package.

(s) Portion Control Guide

SUFFOLK COUNTY NUTRITION PROGRAM

<u>MENU ITEMS</u>	<u>PORTION SIZE</u>	<u>SERVING UTENSIL</u>
<u>ENTREES</u>		
Beef Oriental with Broccoli	1 cup	2 #8 Scoops
Beef Stroganoff/Burgundy	6 oz	6 oz. Ladle
Boneless BBQ Pork - Rib/Chop	1 each	Spoon, Spatula
Chef's Salad	1 oz. turkey	Gloves, #8 Scoop
	1 oz. LS ham	"
	½ cup lettuce	"
	2 cherry tomatoes	"
	½ #8 scoop shredded cheese	"
Chicken Quarter	1 each	Tongs, Gloves
Chicken and Biscuit	6 oz. chicken and gravy, 1 biscuit	6 oz. Ladle, Gloves
Creamed Chicken/Turkey/ Tuna/ Chicken Fricassee/Cacciatore	6 oz.	6 oz. Ladle
Chicken/Turkey A La King	6 oz.	6 oz. Ladle
Chicken Stir Fry with Broccoli	1 cup	2 #8 Scoops
Chili	1 cup	2 #8 Scoops
Chow Mein	1 cup	2 #8 Scoops
Cottage Cheese	½ cup	1 #8 Scoop
Fish Fillet/Breaded/Unbreaded	1 each	Spatula/Spoon
Hamburger Cabbage Casserole w/o Rice	1 cup	2 #8 Scoops
Lower Salt Ham and Scalloped Potato Casserole	1 cup	2 #8 Scoops
Lower Salt Hot Dog/Kielbasa	1 large	Tongs
Liver/Veal/Beef Patty/ Salisbury Steak/Pork/Lamb Choppette	1 each	Spoon/Tongs
Lasagna/Omelet	1 piece (pre-cut)	Spatula
Macaroni and Cheese/Macaroni and Cheese with LS Ham	1 cup	2 #8 Scoops
Meatballs	3 1 oz. each	Spoon
Meatloaf, Porcupine Meatball	1 slice/ball	Spoon/Spatula
Nuggets, Fish/Chicken	7	Tongs, Gloves
Pasta with Meat Sauce (combined as entree), Baked Ziti	1 cup	2 #8 Scoops
Pasta Salad with LS Ham/Seafood	1 cup	2 #8 Scoops
Ravioli	5	Spoon
Shepherd's Pie	1 piece(pre-cut)	Spatula, 2 #8 Scoops

Sliced Meats, Swiss Steak	1 slice (3 oz.)	Spoon/Tongs
Sloppy Joe, Italian Meat Sauce	6 oz.	6 oz. Ladle
Seafood Cakes	2	Spoon, Gloves
Seafood Au Gratin/Newburg/ Creole/Casserole	1 cup	2 #8 Scoops
Spanish Rice, American Goulash	1 cup	2 #8 Scoops
Spinach Rice Cheese Bake	1 cup	2 #8 Scoops
Stew (Beef, Chicken, Turkey)	1 ½ cups	2 6 oz. Ladles
Stuffed Pepper/Cabbage	1 each	Spoon
Stuffed Shells, Manicotti	2 each	Spoon
Sweet and Sour Pork	6 oz.	6 oz. Ladle
Tuna Noodle Casserole	1 cup	2 #8 Scoops
Tuna/Egg/Chicken/Turkey Salad	½ cup	1 #8 Scoop
Turkey/LS Ham and Cheese Cold Plate	2 oz. turkey/ham 1 oz. cheese	Gloves, Tongs "
Turkey Primavera	1 ½ cups	2 6 oz. Ladles
Veal/Chicken Pattie Parmesan	1 Pattie with 1 slice cheese placed on top during serving	Spatula, Spoon, Gloves

VEGETABLES

All Vegetables	½ cup	1 #8 Scoop or 4 oz. Ladle
Tossed Salad/Lettuce Salad	1 cup	Gloves/Tongs
Coleslaw, Carrot Raisin Salad	½ cup	1 #8 Scoop
Tomato, Fresh	2 wedges (cut 8/tomato) 2 cherry tomatoes	Gloves "
Other Salads (not entrees)	½ cup	1 #8 Scoop

SOUP

All Varieties	1 cup	8 oz. Ladle into soup bowl
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POTATO, PASTA AND RICE

Baked or Boiled Potato	2 small/1 medium/½ cup	Tongs, Spoon
Hash Brown Potatoes	½ cup, 1 patty	1 #8Scoop, Tongs
Sweet Potato	2 small pieces/ ½ cup	Slotted Spoon, 1 #8 Scoop
Mashed Sweet Potatoes	½ cup	1 #8 Scoop
Mashed White Potatoes	½ cup	1 #8 Scoop
Other Potatoes	½ cup	1 #8 Scoop
Stuffing	½ cup	1 #8 Scoop
Noodles/Twists/Shells/Ziti (pasta as side dish)	½ cup	1 #8 Scoop, Slotted Spoon

Oven Baked Fries	10 or ½ cup	Tongs, Spatula, 1 #8 Scoop
Pasta Salad (as side dish)	½ cup	1 #8 Scoop
Rice, Fried Rice, Rice Pilaf	½ cup	1 #8 Scoop
Baked Beans	½ cup	1 #8 Scoop
Potato/Macaroni Salad	½ cup	1 #8 Scoop
Spaghetti, Rotini	¾ cup	Tongs, Gloves

FRUIT

Fresh Fruit	1 each	Gloves, Served in Wax Bag
<i>If skin is Edible, must be Washed</i>		
Fresh Grapes	10-15 each	Gloves
Apricot Halves	4 Halves, ½ cup	1 #8 Scoop
Sliced/Diced/Chunked Fruits	½ cup	1 #8 Scoop
Plums	½ cup, ¾	1 #8 Scoop, Spoon
Prunes	½ cup, 6	1 #8 Scoop, Gloves
Melon Wedge	1 wedge (cut 8/average melon) or pre-portioned	Gloves
Baked Apple	1 each	Spoon
Sliced Pineapple	½ cup/2 large slices	Spoon, 1 #8 Scoop
Other Canned Fruits	½ cup	1 #8 Scoop
Raisins	½ cup or 1 1/3 oz. box	1 #8 Scoop, Gloves, Prepackaged

JUICE

All Unsweetened Varieties	½ cup	Pre-portioned
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BREADS AND MARGARINE

Breads, Assorted	1 slice	Gloves, Wax Bag
Margarine	1 pat – extra available for Congregate meals	Gloves (into Wax Bag with Bread)
Biscuit, Muffin, Roll	1 each	Gloves into Wax Bag, Prepackaged
Crackers with unsalted Tops, Bread Sticks	6, 3 packages	Prepackaged
Crackers with Soup	2, 1 package	Prepackaged
Italian Bread Stick	1	Gloves, Wax Bag

DESSERTS

Brownie, Bar Cookies	1 piece (pre-cut)	Spatula, Gloves
Cake	1 piece (pre-cut)	Spatula, Gloves
Cobbler, Brown Betty, Crisp	½ cup	1 #8 Scoop
Cookies (Chocolate chip, Sugar, Oatmeal)	2	Gloves, Wax Bag, Prepackaged

Donut	1	Prepackaged
Fortune Cookie	1	Prepackaged
Fruit Square	1	Gloves, Wax Bag
Fruit Whip	½ cup	1 #8 Scoop
Fruited Gelatin, Pudding, Custard (Regular or Diet)	½ cup	1 #8 Scoop
Gingersnaps	4	Gloves, Wax Bag
Graham Crackers	1 package, 2-2 ½” Squares	Prepackaged
Ice Cream/Sherbet	½ cup	Prepackaged
Lorna Doones	1 package, 4	Prepackaged
Pie	1 slice/package cut 8/pie	Spatula, Gloves, Prepackaged
Pound Cake	1 package/slice	Prepackaged
Pudding Tart	1 tart shell, scant ½ cup pudding	1 #8 Scoop, Gloves
Shortcake	½ cup fruit w/juice and ½ large biscuit	1 #8 Scoop, Gloves
Strudel	1 each	Gloves, Wax Bag
Vanilla Wafers	5	Gloves, Wax Bag
Whipped Cream Fruit Medley	½ cup	1 #8 Scoop

MISCELLANEOUS

Cranberry Sauce	1 tablespoon or packet	Prepackaged, Tablespoon or served Family Style for Congregate meals
Divan Cream Broccoli	½ cup	1 #8 Scoop
Gravies/Sauces	2 oz.	2 oz. Ladle or Spoon
Mustard, Catsup, Salad Dressing, Tartar Sauce, Mayonnaise	1 package, 2 packets dressing for Chef’s Salad	Prepackaged Prepackaged, Tablespoon or served Family Style for Congregate meals
Parmesan Cheese	1 tablespoon or packet	1 Tablespoon, Pour from Pitcher
Salad Dressing, Bulk	1 tablespoon	Tongs, Gloves, Squirt from bag or Tablespoon
Spiced Apple Ring	1 each	
Whipped Topping	1 squirt or tablespoon	
Tomato Sauce for Italian Entrees (Shells, Lasagna)	3 oz.	Skimpy #8 Scoop

7. NUTRIENT CONTENT REGULATIONS

Nutrient Content Regulations governed by the Suffolk County Department of Health Services are in effect. If claims involving content (such as sugar, fat, calories, sodium, etc.) are made, proof supporting these claims and adequate posting is required. See attachment.

8. MISCELLANEOUS

(a) Emergency Procedures

- (i) It is the responsibility of the Contractor to notify the Suffolk County Office for the Aging by 7:00 A.M. whenever it is necessary to close or delay opening due to hazardous weather, or other emergency. Delayed openings may be up to three hours beyond the standard opening time, provided that meals are ready for pick-up by 10:30 A.M. Standard Operating Procedure for change of menus applies, as noted in Policy and Procedure Manual.
- (ii) If food is lost due to closing, the financial burden lies with the Contractor, not the County, if the appropriate procedures for closing have been followed.
- (iii) The Contractor shall provide immediate reimbursement for any out-of-pocket expenses incurred by the site when replacing part or all of a meal that is not provided or is not wholesome.

(b) Reservation System

The Contractor shall accept meal count changes up to 24 hours prior to meal service. All sites shall have a minimum 24-hour documented reservation system in place.

(c) Food Handling & Packaging

The following temperature requirements must be maintained:

- (i) **HOT FOODS** shall be packed at a temperature of at least 180 degrees Fahrenheit or at a temperature mandated by the Department of Health Services and, if transported, shall be packed in temperature-retaining containers. Hot foods must be served as noted under FOOD SAFETY and SANITATION.
- (ii) **COLD FOODS** shall be kept at 41 degrees Fahrenheit or below during packing, storage, transport and serving.
- (iii) **FROZEN FOODS** shall be kept at 0 degrees Fahrenheit or below during storage and transport.
- (iv) **NATURAL FOODS** shall be at room temperature.

(d) Congregate Meals

- (i) The Contractor shall provide all foods in supplied appropriate containers for specified locations in such a manner that the food may be served at the proper temperatures. Temperatures must be taken

before food leaves the preparation site and upon arrival at program sites and/or before serving and must be documented.

- (ii) Bulk food shall be packaged so that there will be a minimum of spills in the carrier. The Contractor shall take any necessary measures including, but not limited to, reducing fill level and covering pans with stretch plastic film and/or aluminum foil and metal lids to prevent spillage.
- (iii) The Contractor will be responsible for the purchase of all food delivery containers/carriers.

Note: Containers/carriers must be stored, maintained, cleaned and sanitized by Contractor and/or nutrition sites.

(e) Home Delivered Meals

Home delivered meals will use disposables supplied by the Contractor in all instances. Temperatures must be taken before food is portioned at the preparation site or program site and must be documented. Meals must be individually packaged in clean, nontoxic, disposable containers which are tightly covered to prevent contamination and spillage and maintain temperature. In the selection of any packaging materials, consideration must be given to the type of instruction that will be necessary for the home delivered meal participant to facilitate handling of the package. (SEE POLICY AND PROCEDURE MANUAL.)

DIETARY GUIDELINES FOR AMERICANS

The Dietary Guidelines for Americans, 2015 are the most current guidelines to be followed when planning and serving NPE meals. These guidelines are incorporated in the selection of foods and serving sizes for meals as well as the basis for nutrition guidance for individuals and groups. Key recommendations provide detail on the elements of healthy eating patterns. These are integrated messages that should be implemented as a whole. They encourage most Americans to eat fewer calories, be more active, and make wiser food choices.

The Guidelines

1. Follow a healthy eating pattern across the lifespan. All food and beverage choices matter. Choose a healthy eating pattern at an appropriate calorie level to help achieve and maintain a healthy body weight, support nutrient adequacy, and reduce the risk of chronic disease.
2. Focus on variety, nutrient density, and amount. To meet nutrient needs within calorie limits choose a variety of nutrient-dense foods across and within all food groups in recommended amounts.
3. Limit calories from added sugars and saturated fats and reduce sodium intake. Consume an eating pattern low in added sugars, saturated fats, and sodium. Cut back on foods and beverages higher in these components to amounts that fit within healthy eating patterns.

4. Shift to healthier food and beverage choices. Choose nutrient-dense foods and beverages across and within all food groups in place of less healthy choices. Consider cultural and personal preferences to make these shifts easier to accomplish and maintain.
5. Support healthy eating patterns for all. Everyone has a role in helping to create and support healthy eating patterns in multiple settings nationwide, from home to school to work to communities.

Key Recommendations provide further guidance on how individuals can follow the five guidelines:

The *Dietary Guidelines*' Key Recommendations for healthy eating patterns should be applied in their entirety, given the interconnected relationship that each dietary component can have with others.

Consume a healthy eating pattern that accounts for all foods and beverages within an appropriate calorie level

A healthy eating pattern includes:

- A variety of vegetables from all of the subgroups – dark green, red and orange, legumes (beans and peas), starchy, and other
- Fruits, especially whole fruits
- Grains, at least half of which are whole grains
- Fat-free or low-fat dairy, including milk, yogurt, cheese and/or fortified soy beverages
- A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas), and nuts, seeds, and soy products
- Oils

A healthy eating pattern limits:

- Saturated fats and *trans* fats, added sugars, and sodium

Key Recommendations that are quantitative are provided for several components of the diet that should be limited. These components are of particular public health concern in the United States, and the specified limits can help individuals achieve healthy eating patterns within calorie limits:

- Consume less than 10 percent of calories per day from added sugars
- Consume less than 10 percent of calories per day from saturated fats
- Consume less than 2,300 milligrams (mg) per day of sodium
- If alcohol is consumed, it should be consumed in moderation – up to one drink per day for women and up to two drinks per day for men – only by adults of legal drinking age

In tandem with the recommendations above, Americans of all ages – children, adolescents, adults, and older adults – should meet the *Physical Activity Guidelines for Americans* to help promote health and reduce the risk of chronic disease. Americans should aim to achieve and maintain a healthy body weight. The relationship between diet and physical activity contributes to calorie balance and managing body weight. As such, the *Dietary Guidelines* include a Key Recommendation to:

- Meet the *Physical Activity Guidelines for Americans*