

10A NCAC 06K .0205 ADMINISTRATION REQUIREMENTS

Agencies providing Congregate and Home Delivered Meal nutrition services shall:

- (1) Apply for authorization to accept food stamps as contributions at the nearest Field Office of the Food and Nutrition Service, USDA.
- (2) Assure that all provisions relating to the use and handling of USDA issued food stamps as prescribed by federal, state, and local agencies responsible for administering the food stamp program are met.
- (3) Maintain records documenting service activities which shall include:
 - (a) Client registration forms;
 - (b) Unit of service records;
 - (c) Service cost sharing records;
 - (d) Diet prescriptions for each therapeutic diet served;
 - (e) Meal delivery tickets if food preparation is sub-contracted or similar documentation of meals prepared, meals served, and meals unserved; and
 - (f) Employment records including equal opportunity employment goals and outcomes.
- (4) Comply with all regulations related to donated USDA food and cash reimbursement. Disbursements of cash in lieu of commodities shall only be used by grant recipients and contractors to purchase U.S. agricultural commodities and other foods for their nutritional projects.
- (5) Submit client records and units of service reports for reimbursement on a regular basis. Correct errors when they are identified.
- (6) Maintain confidentiality of all participant records.
- (7) Operate five days per week, 52 weeks per year, except for holidays designated by the county or state or during emergency situations. Participants shall be notified in writing of designated holidays.
- (8) Inform participants of agency procedures governing the provision of service, confidentiality, waiting lists, service priorities, complaints and grievances, and other matters germane to the participant's decision to accept service.
- (9) Congregate requirements:
 - (a) Have a site director who is responsible for activities at the site;
 - (b) Make provisions necessary for the service of meals to eligible handicapped individuals with limited mobility;
 - (c) Meet all local and state fire codes and building code requirements;
 - (d) Meet all local and state sanitation codes adopted in accordance with 15A NCAC 18A .2600;
 - (e) Be located in areas as close as feasible to the majority of eligible individuals' residences;
 - (f) Update client registration information for each client at least annually;
 - (g) Develop emergency plans for each site for medical emergencies and for evacuation in case of fire or explosion. Conduct fire drills at least quarterly during hours of site operation; and
 - (h) Have a written plan which describes procedures to be followed in case a participant becomes ill or is injured. The plan shall be explained to staff, volunteers, and participants and shall be posted in at least one visible location in each nutrition site.
- (10) Home-delivered requirements:
 - (a) Conduct an in-home assessment in writing within seven working days of acceptance of referral;
 - (b) Notify a participant in writing of his/her eligibility or ineligibility for home delivered meals within 10 working days of assessment;
 - (c) Conduct a written reassessment of each home-delivered meal participant every six months, except those on temporary home delivered meal status;
 - (d) Establish in writing the area to be served by the Home Delivered Meals program;
 - (e) Ensure that each home delivered meal route maintains food delivery temperatures that meet the requirements of "Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments" (15A NCAC 18A .2600);
 - (f) Deliver meals only to an eligible person residing in a home setting and only when they are received by an individual; and
 - (g) Establish written agency procedures for reporting changes in participant eligibility.

History Note: Authority G.S. 143B-181.1(c);
Eff. November 1, 1993;

Amended Eff. July 1, 2003;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 6, 2016.