

**FY 2016-2017
SCOPE OF SERVICE**

NUTRITION - FOOD CONTRACTOR

I. PURPOSE

The Nutrition Food CONTRACTOR Scope describes services that provide a safe and high quality meal to eligible older adults either in a congregate setting or in the home.

II. DEFINITIONS

ACDHS/AAA: Allegheny County Department of Human Services, Area Agency on Aging:

Participant: Any adult, age 60 or older, or their advocate, who is in contact with ACDHS/AAA or an ACDHS/AAA CONTRACTOR and is eligible to receive meals.

Elderly Nutrition Program (ENP): Program providing meals and related nutrition services to aging individuals in congregate settings or by home delivery.

Master Provider Enterprise Repository (MPER): a repository of key CONTRACTOR demographic data for all contracted providers who provide services for DHS. DHS applications use MPER to validate contract, services, facilities, and rate information to facilitate documentation of services rendered information by CONTRACTOR. CONTRACTORS are required to keep all COUNTY information including but not limited to contacts, facilities and service offering information up to date.

Social Assistance Management System (SAMS): State mandated system used to document and track all services provided to participants with ACDHS/AAA funding.

CONTRACTOR Commissary Review Process: An ACDHS/AAA monitoring activity undertaken by the CONTRACTOR and reviewed for compliance by ACDHS/AAA to determine the extent to which the program is in compliance with applicable aging program policies.

III. AGING PROGRAM DIRECTIVES (APD) / FEDERAL / STATE REGULATORY REFERENCE AND COMPLIANCE

Organizations providing services outlined in this Scope of Service shall comply with all federal and state directives listed below:

- [Pennsylvania Department of Aging Program Directives - Program Area 03 -- Congregate Meals](#)

15-03-01 Policies and Standards for the Department of Aging Food Safety and Menu Compliance Monitoring

15-03-02 Policies and Standards for the Department of Aging Nutrition Services

- [2006 Reauthorization of the Older Americans Act](#)
- [Pennsylvania Code Title 7, Chapter 46: Food Code](#)
- [Pennsylvania Department of Transportation](#)

Organizations providing services outlined in this Scope of Service shall also comply with [Allegheny County Health Department, Article III Food Safety](#).

This Scope of Service is subject to change based on changes to the above directives.

IV. PERFORMANCE EVALUATION

Each contract year the ACDHS/AAA will inform clear expectations of acceptable performance standards to the CONTRACTOR and hold the CONTRACTOR accountable to them. These standards relate to compliance with applicable policies, regulatory guidelines, contract scopes, and Performance Based Contracting (PBC), where applicable, to support ongoing service quality and to best meet or exceed the participants' needs and to optimize service impact on its participants. The CONTRACTOR is responsible for adhering to the timelines in reporting its compliance to the scopes and using findings to build on its strengths and develop strategies on opportunities, through a continuous quality improvement process.

Monitoring tools outlining acceptable evidence are used in evaluating compliance with regulatory requirements, service standards, documentation, and reporting requirements. Monitoring tools applicable to this Scope of Service are:

- Pennsylvania Department of Aging ENP Meal Monitoring Tool
- Allegheny County Department of Human Services
Area Agency on Aging On Site Center and Nutrition ENP Monitoring Tool

V. SERVICE STANDARDS, REPORTING AND DOCUMENTATION REQUIREMENTS

A. Personnel Standards

The food CONTRACTOR will maintain properly trained, supervised staff to adequately provide the meal service. At least one person per shift must have a current Food Protection Certificate from the Allegheny County Health Department (ACHD) or from another nationally recognized organization accepted by ACHD. A copy of the certificate or other verification will be provided to the ACDHS/AAA during an annual Commissary Review Process. Meals will only be served from sites operating with certified personnel

B. Commissary Standards

1. Food CONTRACTOR must ensure that the commissary has a current valid Food Safety Inspection to be conducted following the policies of the Allegheny County Health Department (ACHD) or other appropriate authority. A copy of the inspection report and permit shall be submitted to the ACDHS/AAA within 10 days of the inspection date. The valid inspection must also be retained on site. If violations are noted on the Inspection Form they must be corrected in the time frame given by the inspecting agency.
2. Food CONTRACTOR must submit verification of an effective insect/rodent control program to ACDHS/AAA during the annual Commissary Review Process.
3. Food CONTRACTOR must have an established commissary that meets the minimum standards set by APD 15-03-01 and 15-03-02 and the local Health Department / authority located within forty (40) driving miles from

each senior center in the contracted area. (For the purpose of this provision miles shall be defined as the distance determined on public highways or roads and not a distance by a radius of miles from the commissary.)

4. Food CONTRACTOR must submit current cleaning schedule to ACDHS/AAA during the annual Commissary Review Process.

C. Contingency/Emergency Preparedness Plan Standards

1. The food CONTRACTOR must develop a written contingency plan which details how they will replace and / or supplement any menu item / meal that fails to meet the quality and / or quantity of food / supplies when delivered to a center. The replacement must be made within thirty (30) minutes of the regular delivery time. If meal service time is an issue, the food CONTRACTOR has a process to purchase and replace food without returning to their food commissary. The food replacement site must be located within five (5) driving miles of each senior community center.
2. Each food CONTRACTOR must develop and submit an Emergency Preparedness plan for an alternative means to provide meals in the event of an emergency situation that includes the delivery of multiple meals on any given day. A copy of the plan must be submitted to ACDHS/AAA in the annual Commissary Review Process, and should include but not be limited to:
 - Using an alternate facility
 - Developing relationships with community organizations to deliver meals
 - Developing alternate delivery options, i.e. multiple meals delivered before a weather emergency
 - Procedures for notifying ACDHS/AAA and other personnel when meals cannot be delivered as scheduled.

D. Cancellation Policy

The food CONTRACTOR shall accept cancellation of meals from any ACDHS/AAA contracted meal CONTRACTOR until 3:00 a.m. of any day's

order when the cause is beyond the control of the ACDHS/AAA, such as acts of nature, cancellation of transportation and unforeseen conditions which affect the ACDHS/AAA. Food CONTRACTOR will have an **answering service available at all times during this AGREEMENT.**

E. Holiday Schedule

The food CONTRACTOR will supply meals to ACDHS/AAA contracted sites **except** for the following holidays unless otherwise requested and approved by ACDHS/AAA in advance of the contract year:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Kosher CONTRACTOR will supply meals on December 25.

F. Menus

1. Foods specified on the ACDHS/AAA approved menu must be served unless unusual circumstances prevent it. All substitutions must be approved prior to the change by the ACDHS/AAA.

Two (2) CONTRACTORS will prepare non-pork protein or meat alternatives as dictated by religious requirements from approved menus.

2. The food CONTRACTOR will attend menu reviews as scheduled by ACDHS/AAA staff and participate in the development of menus that meet state and federal nutrition guidelines with an additional attention to participant interests and preferences.
3. Food CONTRACTOR will meet with ACDHS/AAA to evaluate and plan innovative, creative and new or different meal services as needed.

G. Modified Diets

1. Food CONTRACTORS may be paid up to 5% over the base Congregate / Home Delivered Meal price for each ACDHS/AAA pre-approved modified diet as funding allows.

2. The food CONTRACTOR shall prepare and deliver the following modified diets according to the menus developed by ACDHS/AAA:
 - Calorie Control / Diabetic Diets - 1,000 – 1,100 and 1,500
 - 2 Gram Low Sodium / Salt Diet
 - Fat-controlled, Low Fat, Low Cholesterol Diet
 - Or a Combination of any of the above
3. Requests for modified diets will be processed, approved by the ACDHS/AAA dietitian and e-mailed to the food CONTRACTOR by ACDHS/AAA.
4. Modified diet meals will be packed in individual 3 compartment trays, sealed with clear film and labeled with the participant's name and type of diet.

H. Food Standards

1. Grade minimum for food acceptable to the ACDHS/AAA:
 - Meat - Meats for dry heat or moist heat cooking shall be choice grade. No meat extenders are to be used (i.e., soy or textured protein).
 - Ground Beef - USDA, not to exceed 15% fat of the net weight of beef used.
 - Poultry and Seafood - When served as whole pieces, poultry and seafood shall be U.S. Grade A.
 - Fish – All fish will be boneless, skinless or filleted.
 - Salmon – Salmon will be medium red to light pink, Grade A for casseroles.
 - Tuna – Light, water packed tuna will be used for salads, casseroles, and modified diets.
 - Eggs – U.S. Grade A, all eggs will be pasteurized.

- Fresh Fruits and Vegetables – will be of good quality (USDA #1) relatively free of bruises, defects and chemical additives.
- Canned and Frozen Fruits and Vegetables – When used in combination dishes; i.e., gelatins or soufflés, Grade C can be used. Grade B or better will be used for other purposes. Canned fruits will be juice pack or in natural juices.
- Dairy Products: - Cheeses - USDA Grade A.
- A variety of homogenized whole milk, buttermilk, chocolate, or low-fat milk all fortified with Vitamin D will be offered (acidophilus milk, if available).
- Margarine - in individual packets. (80 calories per tablespoon with less than 25% saturated plus trans-fat.)
- Gravies will be made from fresh stock or low-sodium bases.
- Potatoes - all potato dishes will be made with fresh potatoes (USDA #1) unless otherwise stated. Instant Potatoes with whole milk and fortified with Vitamin C will be used exclusively.
- Fresh fruit is to be USDA Grade A, Medium Size:

Apples	125 Delicious 100 Gala, Fuji
Bananas	Medium size – 6” minimum
Cantaloupes	Size 18, 5-6/box - Medium 6 cuts
Honeydews	5-6/box - Medium 6 cuts
Nectarines	3/pound – 1 per serving
Oranges	113
Peaches	38# box, 2 size (2-3 per pound)
Pears	36# box, 2 size (2-3 per pound)
Plums	
Prune	30# box (6-8/pound) 3/serving
Red	28# box (4-6/pound) 2/serving
Tangelos	100
Tangerines	120
Watermelon	Large long (50 cuts)

2. Minimum portions required by the ACDHS/AAA (cooked weights or edible portions).

Roast meats, boneless chops, steaks, boneless turkey and cutlets	3 ounces
Bone-in chops, breaded meats or seafood	5 ounces
Chicken with bone	6-6 1/2 ounces
Chopped steaks	4 ounces
Meat loaf use binders such as bread crumbs, crackers, oatmeal (no extenders)	4 ounces
Ground beef for sandwiches	3 ounces
All beef, turkey meatballs, 2 ounces each	4 ounces
Cold cuts for sandwiches per serving	1 ounce
Frankfurters, all beef or turkey	3 ounces
Salmon	3 ounces
Tuna	3 ounces
Egg	Large
Cheese, 1 slice	1 ounce
Vegetables, salad, fruit, desserts drained	1/2 cup
Tossed salad, spinach salad, mixed greens salad	1 cup
Gelatin salad used as a fruit and/or vegetable must contain a minimum of 4 ounces of fruit/vegetable	3/4 cup
Bread, rolls, muffins, cornbread	servings per day as indicated
Brownies	2" x 2"
Cake	2" x 3"
Cookies	2" or 4"
Margarine (80 calories per tablespoon with less than 25% saturated plus trans-fat.)	1 teaspoon
Condiments in individual packets, when appropriate; i.e., catsup, mustard, mayonnaise, salad dressing	1 Tablespoon

Home Delivered meals include:

Dressings for salads, tartar sauce, and .5 ounce per serving
 Parmesan cheese shall be delivered in bulk. (1 Tablespoon)

3. The food CONTRACTOR will adhere to the following additional food standards required by ACDHS/AAA:
 - Fresh or frozen vegetables will be used, with the exception of canned beets, sweet potatoes and tomato products. Reduced sodium canned products shall be used if available.
 - All salad dressing and mayonnaise will be reduced in calories and fat.
 - All grain products (pasta, noodles) used will be enriched.
 - All bread products will be enriched, fresh, dated and delivered as available from supplier; day-old products are not allowed.
 - Whole grain bread items must show the whole grain stamp on the wrapper.
 - Hams will be low salt, little or no water added.
 - All baked goods (cakes, cookies, muffins, etc.) are to be fresh baked from standard mixes or frozen premade products

I. Meal Preparation Standards

1. Food will be prepared for bulk delivery, or as individual hot / cold / frozen meals and modified diets.
2. Food will be prepared according to the approved recipes or cookbooks (*Food for Fifty* or others) provided by ACDHS/AAA.
3. Fats, such as butter, shortening, bacon and margarine will not be added in the cooking process unless included in ACDHS/AAA approved recipes.
4. Upon request, the food CONTRACTOR will prepare and test recipes for sampling by the ACDHS/AAA.
5. All foods, including salads are to be prepared within 24 hours prior to delivery time unless otherwise indicated and approved by ACDHS/AAA.

6. All vegetables are to be prepared immediately prior to delivery time or as approved and panned with the minimum amount of liquid in order to preserve the quality and nutrient content of the product.

J. Delivery Standards

Only applies to food CONTRACTORS delivering to Senior Centers.

1. Food shall be packed in separate leak proof containers that have sufficient insulation to prevent heat loss by the hot foods and heat gain by the cold foods. Food containers must be constructed in a manner which provides for the separation of hot, refrigerated and frozen food items during delivery.
2. Food and supplies as ordered are delivered to Senior Community Centers between 7:30 a.m. and 12:30 p.m. unless otherwise previously agreed upon by the ACDHS/AAA. Deliveries shall be within one-half (1/2) hour of the time indicated on the delivery schedule. The Senior Community Center / HDM site may refuse to accept food delivered before or after such one-half (1/2) hour periods. Food which has deteriorated beyond consumption will be refused at the time of delivery.
3. Delivery schedules are provided to the ACDHS/AAA, one (1) month prior to effective contract date for approval. All communications concerning delivery, changes, etc. shall be routed to and, if applicable, approved by ACDHS/AAA.
4. Food temperature upon arrival at the site will meet minimum/maximum requirements (135° or greater for hot food – at or below 41° for cold food) per APD 15-03-01, 15-03-02 and Allegheny County Health Department Article III Food Safety or the site will refuse the meals.
5. The plates, cutlery and supplies will be delivered to centers as needed or in accordance with the centers' capacity to store safely.
6. The driver shall deliver, unload and place all deliveries in areas designated by Senior Community Center agency staff.
7. The driver will not leave the food at any center unless a designated staff person / volunteer is on site to properly receive and sign for the delivery.

8. The driver will remain at the center until all food temperatures (135° or greater for hot foods and at or below 41° for cold items) have been taken and all items are reviewed and counted by the designated center staff / volunteer.
9. If any part of the delivery is unacceptable or incorrect the driver will contact his / her supervisor to report the problem. The commissary manager will contact ACDHS/AAA and institute the contingency plan.
10. ACDHS/AAA shall not consider a delivery complete unless the daily Meal Delivery Receipt sheet has been signed by a designee of the center.
11. ACDHS/AAA will not pay for all or any part of a meal which is ordered but not delivered and will not pay for meals cancelled by 3:00 a.m.
12. If the meals and/or food at a center have been rejected, the food CONTRACTOR must utilize their contingency plan to replace and / or supplement the meals within a half-hour (30 minutes) of delivery time and per V. C. of this Scope of Service.
13. All motor vehicles used in the delivery of service shall meet the regulations established by the Pennsylvania Department of Transportation, Vehicle Safety inspections.

K. Supplies / Paper Goods Standards

Only applies to food CONTRACTORS delivering to Senior Centers

The food CONTRACTOR will supply disposable dinnerware, which is nonporous, sturdy, sanitary and attractive. Environmentally safe disposables will be given consideration. Disposable cutlery will be of a quality to prevent melting, bending or splintering under normal usage.

Disposable products required:

- For the Congregate Meal Program, white, laminated, Styrofoam, 8 7/8" plate, and / or for the Home-Delivered Meal Program and modified diets, a one or two inch high, two (2) or three (3) compartment, laminated tray with film/lid.

- White, medium weight, individually sanitarily wrapped sets of cutlery, including fork, teaspoon and knife.
- White, nonporous, Styrofoam bowls (with snap-on or hinged lids for the Home-Delivered Meal Program) for salads, pudding, gelatin, chili, beef stew, cakes, etc.
- Flat unglazed plate for cakes used in the congregate meal program.
- Individually, wrapped straws. Minimum seven-inch length. For Congregate Meal Program
- Napkins measuring a minimum of 11" x 12 3/4" and quarter-folded for each meal served.
- Disposable plastic gloves – medium, large, or extra-large.
- Four (4) terry-cloth potholders for each senior center (one-time delivery) to be delivered before the last day of July of the current contract year. Food CONTRACTOR will submit signed delivery sheets to ACDHS/AAA by the last day of August.

L. Meal Coordination

Only applies to food CONTRACTORS delivering to Senior Centers

Daily meals will be ordered electronically by a designated senior center person from each provider agency one (1) work / business day in advance of the meal service. The food CONTRACTOR will not deliver meals that are not ordered per this Scope of Service.

M. Meal Packaging

Only applies to food CONTRACTORS delivering to Senior Centers

1. The food CONTRACTOR will package and deliver food in bulk to designated centers. The pans used to deliver food will be rigid aluminum foil with 50, 70 or 80-gauge aluminum or stainless steel. Appropriate aluminum or stainless steel lids shall be used. For additional protection, an unglazed liner, aluminum foil or other appropriate lining may be used as needed.

2. Each container of food and all supplies will be marked as follows:
 - Center Name
 - Content
 - Number of Servings
3. High density serving / transport liner bags will be used to contain spillage.
4. Temperatures of all foods (135° or greater for hot and at or below 41° for cold) must be taken and documented prior to leaving the commissary.
5. Departure time of each delivery route must be documented daily.

N. Reporting Standards

1. The food CONTRACTOR will have the capacity to retrieve and submit data, information, reports and other communication through electronic internet capabilities within a timeframe specified by the ACDHS/AAA. Failure to receive or read ACDHS/AAA communications sent to the food CONTRACTOR MPER e-mail address in a timely manner does not absolve food CONTRACTOR from knowing, responding to or complying with the content of that communication.
2. Food CONTRACTORS must submit the following reports electronically no later than the 7th working day of the month:
 - Load out food temperature chart and other reports as requested
3. Food CONTRACTORS must submit electronically the monthly invoice no later than the 7th working day of the month following the month of service.
4. Unit/s of Service/s

For the purpose of this Scope of Service the following unit of service applies:

- 1 Unit = One meal prepared and delivered to a designated meal site or home.

VI. RESPONSIBILITIES AND EXPECTATIONS OF THE PROGRAM OFFICE

- A. Developing specifications and monitoring the food quality, preparation, packaging and delivery of food and supplies for this service.
- B. Reviewing and auditing purchase records for conformance to specifications.
- C. On-site monitoring visits to the food CONTRACTOR will be conducted a minimum of once per contract year for previous food CONTRACTORS and four (4) times a year for new food CONTRACTORS.
- D. Meeting with the food CONTRACTOR to evaluate and plan innovative, creative and new or different meal services.
- E. Quarterly / or as scheduled menu review.
- F. Serving as a liaison between the food CONTRACTORS and senior community centers (for meal related issues only).
- G. Processing and updating a modified diet database.
- H. Monthly payments following receipt and confirmation of financial and service reports.
- I. ACDHS/AAA will determine and implement the wait list protocol and priorities in the event of demand exceeding resources.
- J. The ACDHS/AAA reserves the right to open, close, or combine Senior Community Centers and Home Delivered Meals sites and adjust the number of meals in accordance with community needs and resources.
- K. ACDHS/AAA will offer technical assistance as appropriate in the food CONTRACTOR annual Commissary Review Process.