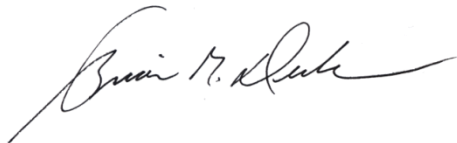
	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: 15-03-01	2. Disposition: Replaces APD #06-03-01
	3. Issuance Date: November 17, 2014	4. Effective Date: January 1, 2015
	5. Program Area: Congregate Meals	
6. Origin: Bureau of Aging Services		7. Contact: Bureau of Aging Services 717-772-0371

AGING PROGRAM DIRECTIVE

**SUBJECT: POLICIES AND STANDARDS FOR THE DEPARTMENT OF AGING
FOOD SAFETY AND MENU COMPLIANCE MONITORING**

TO: COUNTY COMMISSIONERS
AREA AGENCIES ON AGING
EXECUTIVE STAFF
PENNSYLVANIA COUNCIL ON AGING
ADMINISTRATION ON AGING, REGION I, II, III
COMPTROLLER
PENNSYLVANIA ASSOCIATION OF AREA AGENCIES ON AGING

FROM: 

Brian M. Duke
Secretary
Pennsylvania Department of Aging

LEGISLATIVE / REGULATORY REFERENCE:

The Pennsylvania Department of Aging (PDA) nutrition programs, which include meals funded by Title III Part C Subparts 1 and 2 and the Nutritional Services Incentive Program (NSIP), i.e.,

congregate meals, home delivered meals, and meals served at Adult Day Care (ADC) centers are authorized under Title III and Title VI of the Older Americans Act (OAA) U.S.C. §§3001-3058ee.

PURPOSE:

The purpose of this Aging Program Directive (APD) is to replace Chapter 4 IX.1 a.-d, Nutrition Services APD #06-03-01 Food Service Monitoring Responsibilities. This APD establishes state-wide consistent monitoring standards for all PDA funded nutrition program food preparation and meal sites. This APD is directed to all Area Agencies on Aging (AAAs), AAA staff, and AAA contractors or vendors responsible for administering PDA's funded nutrition service programs including congregate, home delivered, and adult day service meals.

BACKGROUND:

The AAAs are responsible for monitoring food safety and menu compliance for congregate, home delivered, and adult day service meals during preparation and service and assuring that the food served meets the requirements of both the Older Americans Act (OAA) as amended and the PDA Nutrition Services APD.

OAA Section 339 (42 U.S.C. §§ 3030g-21) requires a state to:

1. Establish and operate nutrition projects that solicit the expertise of a dietitian or individual with comparable expertise in the planning of nutrition services;
2. Ensure that the project provides meals that comply with the Dietary Guidelines for Americans (DGA);
3. Provide each participating older individual a minimum of one-third of the Dietary Reference Intake (DRIs) if one meal is served, a minimum of two-thirds of the Dietary Reference Intakes (DRIs) if two meals are served, or one-hundred percent of the DRIs if three meals are served, and
4. Ensure that meals comply with applicable provisions of state and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to older individuals.

The sanitation inspection of the food service provider is the responsibility of the Pennsylvania Department of Agriculture or the local health department licensing and inspection agency.

DEFINITIONS:

1. Approved Dietitian – An individual with a bachelor's degree in dietetics who has successfully completed the national examination of the Commission on Dietetic Registration (CDR) and maintains continuing education requirements as established by the CDR. The Dietitian/Nutritionist shall be licensed in Pennsylvania pursuant to the State Board of Nursing regulations at 49 PA. Code, Chapter 21, Professional and Vocational Standards for Licensing Dietitian Nutritionists.
2. Child Nutrition (CN) Label – A voluntary federal labeling program that represents the Child and Adult Nutrition Programs.
3. Cold Storage – Refers to a refrigeration unit or freezer unit.

4. Congregate Meal – A meal authorized under Title III Part C Subpart 1 of the OAA providing nutrition services in a group setting. Services shall include, nutrition screening, education, nutrition assessment, nutrition counseling as appropriate, opportunities for social engagement, and meaningful volunteer roles. Congregate meals shall be served to the individuals as per Procedure 5: Public Health Control for Food Transport on page 8.
5. Elderly Nutrition Program (ENP) – Program providing meals and related nutrition services to aging individuals in congregate facilities such as senior centers; or by home delivery to older individuals who are homebound due to illness, disability, or geographic isolation. Nutrition Services Incentive Program (NSIP) funding is part of the ENP meal funding. Services are targeted to those in greatest social and economic need with particular attention to individuals with low incomes, minority status, living in rural communities, limited English proficiency, and at risk of institutional care.

Reference: [OAA Title III Part C, Nutrition Services](#)

6. Food and Drug Administration (FDA) – Agency of the United States Department of Health and Human Services responsible for protecting and promoting public health through the regulation and supervision of food safety, tobacco products, dietary supplements, prescription and over-the-counter pharmaceutical drugs (medications), vaccines, biopharmaceuticals, blood transfusions, medical devices, electromagnetic radiation emitting devices (ERED), cosmetics and veterinary products.
7. FDA Food Code – Rules that assists food control jurisdictions at all levels of government by providing scientifically sound technical and legal basis for regulating the food service industry.

Reference: [2013 FDA Food Code](#)

8. Food Service Provider (FSP) – An organization or contracted Food Service Vendor (FSV) responsible for the activities performed and resources needed to prepare meals including procuring, preparing, distributing, and serving of food and the cleaning of equipment in facilities related to meal service. The FSP may work directly for the AAA, be contracted through the AAA, or be a subcontracted meal provider.
9. Food Service Vendor (FSV) – An organization responsible for providing ENP meals. This includes senior community centers, restaurants, school and hospital cafeterias, catering operations, and many other formats. The FSV operates through a contract with the AAA or as a subcontracted meal.
10. Food Transport Equipment – Equipment used to transport bulk meals and individually packaged meals including thermal transport units and vendor vehicles.
11. Foodborne Illness – Reported illness of two or more unrelated people linked to a common food or a common facility. Suspected foodborne illness shall be reported to the local licensing and inspection agency and PDA.
12. Garbage – All putrescible wastes, except sewage and body waste, including animal and vegetable offal.

13. Handwashing Sink– Facilities provided with warm water, soap and hand drying device that is dedicated to handwashing. No food service functions shall take place in a handwashing sink.
14. Hazardous Food – Food that requires time and/or temperature control to keep them safe for human consumption. The following are characteristics of hazardous food:
 - a. Contains moisture - usually regarded as a water activity greater than 0.85.
 - b. Contains protein.
 - c. Neutral to slightly acidic - typically having a pH between 4.6 and 7.5.
15. Home Delivered Meal – A meal authorized under Title III Part C Subpart 2 of the OAA which authorizes meals and related nutrition services to older individuals who are homebound. In addition to meals, services shall include: nutrition screening, nutrition education, nutrition assessment, and nutrition counseling as appropriate. Home delivered meals shall be served to individuals following Procedure 5: Public Health Control for Food Transport on page 8.
16. Licensing and Inspection Agency –The regulatory authority responsible for providing food safety inspections for a food service operation. The licensing and inspection agency could be a local health department, a county health department, or the PA Department of Agriculture. A licensing and inspection agency may conduct routine unannounced sanitation inspections as often as deemed necessary. The Pennsylvania Department of Agriculture’s website contains a [list of local licensing and inspection agencies](#).
17. Meal Production Records – Forms used to determine the kind and amount of food to produce and portion sizes to serve for the menu.
18. Meal Service – The point at which the individual receives the meal either at the community site or in the individual’s home.
19. Menu Substitutions – A food item replacing a menu item that is not available. Menu substitutions are a food equivalent to the food being changed and shall have a comparable nutrient profile.
20. Monitoring and Evaluation – Ongoing activities undertaken to determine the extent to which a program is in compliance with applicable law, policy, regulation, and contracts; determining the quality and effectiveness of programs in order to suggest ways to enhance and improve these programs.
21. Nutrition Education – A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, and health (as it relates to nutrition) information and instruction to individuals, caregivers, or individuals and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. An individual with comparable expertise is someone who has the academic training, knowledge, and expertise of a Registered Dietitian including expertise in nutrition science,

clinical nutrition, nutrition education, counseling and assessment, food service operations, health promotion, and disease prevention programs.

22. Nutrition Service Incentive Program (NSIP) – A program that provides allocation grants to states, territories, and eligible Indian tribal organizations. These grants are in addition to Title C1 and Title C2 funding and may only be used for food.

Person In Charge (PIC) – FDA Food Code Chapter 2 requires a designated person to be on site and in charge during all hours of food service operation.

The PIC is responsible for:

- a. Assuring safe food handling practices and demonstrating knowledge of foodborne disease prevention as it relates to the individual food service site.
- b. Identifying menu components which may include a food allergen through information provided by the FSV. Ninety percent of serious food allergies are caused by contact with the proteins in eight foods: milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, or soybeans.
- c. Restricting any person with a communicable disease from working or volunteering in any food service establishment in any capacity in which there is a likelihood that the person might contaminate food or food contact surfaces.
- d. The PIC is responsible for documenting food safety. Materials are available through the Pennsylvania Department of Aging, the Pennsylvania Department of Agriculture, and other resources. Information about food safety training is available at the [PDA website](#) under the Health and Wellness menu.

Reference: [2013 FDA Food Code](#) Section 2.1, Supervision

24. Sanitation Certification – Documentation which may be required by the licensing and inspection agency or by contract with the AAA. This may include Food Protection Manager Certification Programs (i.e. ServeSafe), PA Department of Agriculture Sanitation for non profit organizations training or other options as agreed upon by the FSP and the AAA.

25. Temperature Control Unit – Equipment designed to maintain temperature when food is required to be heated, cooled, or both to remain at the target temperature (set point) regardless of the changing environment around it. Examples include a refrigerator, oven, or temperature regulated thermal unit. Removal from this unit will mark the start of the four hour time in lieu of temperature control.

PROCEDURES:

1. Dishwashing Procedures –All eating equipment and utensils shall be cleaned and sanitized using one of the following methods:
 - a. Cleaning and sanitizing by any mechanical dishwashing machine that meets the NSF International (formerly National Sanitation Foundation) Standard 3 for

commercial spray type dishwashing machines. Wash and rinse temperatures shall be no less than those specified by the machine manufacturer which are shown on the machine's data plate.

- b. If a commercial dishwashing machine does not meet NSF International Standard 3 for commercial spray type dishwashing machines, all dishes and utensils shall be sanitized using a separate sanitation procedure. Dishes and utensils shall be submerged in a sanitizing solution following guidance as stated below, Section (d) (iv). Dishwashers not meeting NFS International Standard 3 are not considered sanitizing equipment.
- c. If a commercial dishwasher is unavailable, the three-sink method shall be utilized as outlined below. The use of a residential dishwasher is not allowed.
- d. For manual washing, rinsing, and sanitizing utensils and equipment, the three-sink method/procedures shall be followed:
 - i. Equipment and utensils shall be prescraped and when necessary presoaked.
 - ii. Equipment and utensils shall be thoroughly washed in the temperature specified on the cleaning agent manufacturer's label instructions or using 110°F water containing a detergent solution.
 - iii. Equipment and utensils shall be rinsed in clean, 110° F water.
 - iv. All eating equipment and utensils shall be sanitized using one of the following methods:
 - 1. Immersion in clean, hot water at a temperature of at least 171°F.
 - 2. Immersion in a clean solution containing 50 parts per million (PPM) of available chlorine as a hypochlorite and at a temperature not to exceed 220°F.
 - 3. Immersion in a clean solution containing 200 to 400 PPM or as otherwise specified by the manufacturer of any other chemical sanitizing agent such as quaternary ammonia which demonstrates to be effective and nontoxic under use conditions following the manufacturer's label for PPM and on a room temperature solution.
 - v. A test strip or other device that accurately measures the PPM concentration of a solution shall be available and used regularly.
 - vi. After sanitization, all equipment and utensils shall be air dried and stored in a self-draining position. Glasses and cups shall be stored inverted. Other items should be covered or inverted, whenever practical.
- e. If adequate facilities for cleaning and sanitization are not available, single service articles shall be used and discarded.

Dishwashing machines or warewashing machines may be checked for NSF 3 compliance at the Public Health and Safety Organization's website at [NSF Certified Food Equipment](#).

Reference: [2013 FDA Food Code](#) Section 4-7, Sanitation of Food and Utensils

2. Glove Use Procedure – Single-use gloves should be worn when manual contact is made with food products. Barehanded contact is prohibited. Single-use gloves shall be used for only one task. Single-use gloves shall be discarded when damaged or soiled, interruptions occur during a task, and continual use during a single task lasts more than four hours.

Reference: The FDA's Food Code 2013, Section 3-3, Protection from Contamination After Receiving on the FDA's website at [2013 FDA Food Code](#).

3. Handwashing Procedure – Handwashing shall be completed on the hands and exposed parts of arms with soap and hot water before work; after using the restroom; before and after handling raw foods; after touching the hair, face or body, after sneezing, coughing or using a handkerchief or tissue; after smoking, eating, drinking, or chewing gum or tobacco; after handling chemicals that might affect the safety of food; after taking out the trash; after clearing tables or handling dirty dishes or utensils; after touching clothing or aprons; after touching anything else that may contaminate hands, such as unsanitized equipment, work surfaces or washcloths. Paid and unpaid staff shall receive training on proper handwashing techniques:

Step 1: Wet hands with running water as hot as the persons can comfortably stand (at least 100°F).

Step 2: Apply enough soap to build up a good lather.

Step 3: Vigorously scrub hands and arms for at least twenty seconds, lather well beyond the wrists, including the exposed portions of the arms.

Step 4: Clean under finger nails and between fingers.

Step 5: Rinse thoroughly under running water, turn the faucet off using a single-use paper towel if available.

Step 6: Dry hands and arms, use single-use paper towels or a warm-air hand dryer. Never use aprons or wiping cloths to dry hands after washing.

Reference: The FDA's Food Code 2013, Section 3-3, Protection from Contamination After Receiving on the FDA's website at [2013 FDA Food Code](#).

4. Menu Substitution Procedure –The procedure for substitutions shall include:
 - a. Menu substitutions shall be a menu component equivalent to the food being changed and will provide a comparable nutrient profile.
 - b. A staff person designated by the AAA shall approve substitutions.

- c. When menu substitutions are made, the AAA will retain documentation of date of substitution, original menu item, and substituted menu item.
 - d. A complete menu move from one day to another does not constitute a substitution.
 - e. Appendix I provides information about comparable food substitutions based on vitamin and mineral requirements.
5. Public Health Control for Food Transport Procedures – Food may be transported to a meal service site using temperature only guidelines or using time in lieu of temperature control guidelines.

Temperature Control for Food Transport

- a. The temperature of hot food items shall at no time drop below 135°F from the point of preparation through delivery until meal service.
- b. The temperature of cold foods shall remain at or below 41°F from the point of preparation through delivery until meal service.
- c. At a minimum, food temperatures shall be checked and recorded at the point of final preparation prior to delivery to the meal site and at the point of receipt at the meal site (where applicable).
- d. If upon receipt at a meal site food temperature checks reveal that hot foods have not been maintained at 135°F or above for a period of less than four hours, the affected foods shall not be served but must be discarded for reasons of food safety or reheated to a temperature of 165°F or higher. Food may be reheated in a microwave, oven, or stovetop. Steam tables, bain-maries, warmers, or similar hot food holding devices are prohibited for reheating foods. Food item may not be served if it has been maintained at a temperature of less than 135°F for a period greater than four hours.
- e. Cold food items that have not been maintained at 41°F or below for a period no longer than four hours or are received at a temperature of 71°F or higher shall be discarded for reasons of food safety.

Time in Lieu of Temperature Control for Food Transport

- a. Hot food items can be held without temperature control for up to four hours provided temperature is 135°F or higher directly upon removing it from temperature control (oven, stove, microwave, etc.) followed by immediate plating, packaging, and placing into the thermal transport unit for delivery. Items shall be labeled as to the time they were packed and discarded if not served within four hours
- b. Cold food items can be held without temperature control for up to four hours provided the temperature is 41°F or lower upon removal from refrigeration and does not reach 71°F at any time. Items shall be labeled with the time

they were packed and discarded if not served within four hours. Cold food that reaches a temperature above 71°F at any time shall be discarded.

- c. Time of packing meals and temperature of food items when packed shall be documented at the food service site and on food transport containers.

Reference: [2013 FDA Food Code](#) Section 3-5, Limitation of Growth of Organisms of Public Health Concern

6. Thermometer Calibration Procedures – Thermometers should be calibrated before initial use when going from one temperature extreme to another or if dropped. The following are two calibration methods:

Ice Point Method:

- a. Fill an insulated cup with crushed ice and water. The cup shall have enough crushed ice to provide an environment of 32°F.
- b. When the mixture of the water has stabilized in about four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth.
- c. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid error.
- d. If the thermometer is not accurate within +/- 2°F of 32°F, adjust the thermometer accordingly. The ice point method permits calibration to within 0.1°F.

Boiling Point Method:

- a. Place distilled water in a container and heat.
- b. After the water in the container has reached a complete rolling boil, insert the instrument to the appropriate immersion depth.
- c. Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.
- d. If the thermometer is not accurate within +/- 2°F of 212°F, adjust thermometer accordingly. The boiling point method permits calibration to within 1.0°F.

Reference: The University of Wisconsin's Food Safety web page at [Thermometer Calibration Document](#)

FOOD SAFETY AND MENU COMPLIANCE MONITORING OF ENP MEAL PROVIDERS:

The AAAs shall:

1. Monitor ENP FSPs to ensure compliance with the policies and standards of the PDA Food Safety and Menu Compliance Monitoring APD, menu compliance to the PDA Nutrition Services APD and the OAA, evaluate the provision of service and arrange for/provide technical assistance as needed.
2. Assign monitoring responsibilities to a AAA representative who is not actively engaged in the provision of the meal service at that site. No FSP or their representative shall self-monitor.
3. Operate only ENP meal service programs which are in food safety compliance with the standards listed in the FDA Food Code as adopted by the Pennsylvania Department of Agriculture.
4. Operate only ENP meal service programs which are in menu compliance with the standards listed in the PDA Nutrition Services APD.
5. Comply with any additional APDs related to nutrition services and also shall adhere to federal law and standards published at 45 CFR 1321.
6. At a minimum, ensure that monitoring visits are completed annually at all sites where ENP meals are prepared and/or served.
7. Report any suspected foodborne illness to the local licensing and inspection agency and notify PDA of the number of people affected, name of the alleged food item, name of the FSV, and actions taken.
8. Report suspected facility sanitation deficiencies to the licensing and inspection agency. The AAA shall also notify PDA of the actions taken.
9. Retain all required documentation for three years. Information may be filed as a hard copy or an electronic copy and shall be available for PDA monitoring or technical assistance visits.

During the ENP Food Safety and Menu Compliance Monitoring Visit the AAA Representative Shall:

1. Use the designated monitoring tools provided by the PDA to conduct the food safety and menu compliance monitoring visit of the FSP.
 - a. The FSP ENP Meal Service Monitoring Form (see Appendix II).
 - i. All sites will be monitored using the first three pages of the form.
 - ii. Any site preparing food will be monitored using Section II of the form.
 - iii. Any serving sites will be monitored using Section III of the form.

- b. PDA reserves the right to modify or change the FSP ENP Meal Service Monitoring Form and will provide thirty (30) calendar days written notice to the AAA of any such modification or change.
2. Monitor only the meal services funded by the ENP meal programs.
3. Monitor the meal services through direct observation of meal preparation and/or meal service.

Note: Parts of the meal may be prepared prior to the time of the monitor's site visit or the post production or service times may extend the monitoring visit.
4. Sign the monitoring tool as a hard copy or electronic signature by a representative of the site at the conclusion of the visit
5. Document in the comment section of the monitoring form any observance of a possible sanitation deficiency. The AAA shall report the observation to the appropriate licensing and inspection agency. A copy of the completed monitoring form shall be kept on file.

Completing the Food Safety and Menu Compliance Monitoring Visit:

1. Practices found to be out of compliance at the monitoring visit will be corrected onsite, when feasible, by the FSP.
2. The AAA shall prepare and submit a written monitoring report by mail or email stating any/all findings of the monitoring visit with a copy of the signed monitoring report within forty-five (45) calendar days to the FSP. If deficiencies, concerns, or exceptions are found, the FSP will have thirty (30) calendar days to submit in writing to the AAA a response to the findings and provide corrective actions. The AAA shall require the FSP to develop a corrective action plan including time frames for compliance.
3. The AAA shall continue to monitor the provider's plan of correction until the provider is found to be in compliance.
4. A copy of the monitoring report and corrective action plan shall be submitted to the PDA when completed.

PDA Responsibilities

1. The PDA is responsible for providing annual food safety updates to AAA personnel.
2. The PDA is responsible for maintaining an updated list of approved nutrition education materials for congregate and home delivered meal individuals.
3. The PDA is responsible for notifying the AAA's of changes in the PA adopted FDA Food Code and for modifying the monitoring tool to reflect these changes.
4. The PDA is responsible for providing technical assistance upon request to the AAA.

**Appendix I: Food Sources of Vitamin A, Vitamin C, and Calcium
Based on USDA National Nutrient Database for Standard Reference**

Calcium Sources

- 8 oz of fortified milk
- 6 oz of fat free or low fat yogurt
- Fortified, ready to eat cereal
- 4 oz of calcium fortified juice
- Powdered calcium-fortified beverage mix; shall have serving of water to accompany
- 8 oz calcium-fortified soy/rice/almond milk
- ½ cup calcium fortified tofu
- 1 ½ oz of cheese
- 3 oz sardines or canned salmon (with bones)

Vitamin A Sources, ½ cup portions:

- | | |
|---------------------------|--|
| Dried apricots | Mango |
| Cantaloupe | Spinach |
| Collard greens | Greens (i.e. turnip, collard, mustard, bok choy) |
| Kale | Winter squash (hubbard, butternut) |
| Pumpkin | Sweet potatoes |
| Broccoli raab | Brussel sprouts |
| Red or green leaf lettuce | Canned apricots |
| Kale | Pink or red grapefruit |
| Carrots | Mixed vegetables |
| Tomato sauce | Broccoli |
| Vegetable juice | Black eyed peas |
| Plantain | Prunes |
| Sugar snap peas | Romaine lettuce |

Vitamin C Sources, ½ cup portions:

- | | |
|-----------------|--|
| Broccoli | Brussels sprouts |
| Cantaloupe | Mandarin oranges |
| Cauliflower | Fruit juices, fortified |
| Mango | Orange or orange juice |
| Raw pineapple | Sweet red pepper |
| Green pepper | Tangerine |
| Honeydew melon | Blackberries, raspberries, strawberries |
| Kale | Instant potatoes with added Vitamin C |
| Asparagus | Spinach |
| Cabbage | Tomatoes, tomato juice or sauce |
| Watermelon | Greens (i.e. turnip, collard, mustard, bok choy) |
| Vegetable juice | Fresh pineapple |
| Potatoes | Cauliflower |
| Acorn squash | Zucchini |
| Lima beans | Sugar snap peas |
| Sweet potatoes | |

Grain Sources, ½ cup portions:

- | | |
|---------------------------|----------------------------------|
| Rice | Spaghetti |
| Noodles | Oats |
| Barley | Quinoa |
| Millet | 1 slice of bread |
| 1 Pancake or waffle | 4-6 crackers |
| ¾ cup ready to eat cereal | small muffin or biscuit |
| ½ bagel or English muffin | ½ cup bread dressing or stuffing |

Appendix II: ENP Meal Service Monitoring Form



ENP Meal Monitoring

Name of site: _____ Location of site: _____

Type of meal prepared or delivered:

- _____ Meals delivered cold, in bulk, to be heated before service
- _____ Meals delivered hot, in bulk
- _____ Meals prepared and served "ready-to-eat" from the on-site preparation kitchen
- _____ Meals delivered in a frozen state to be heated before service
- _____ Meals delivered prepacked to be transported and delivered "ready-to-eat"

This site prepares/serves: ___ breakfast ___ lunch ___ supper ___ weekend meals ___
therapeutic diet

Food is transported using: ___ temperature control ___ time in lieu of temperature control ___ N/A

Date of review: _____ Time of arrival: _____ Time of departure: _____

Monitor's name: _____ Monitor's title: _____

Name (Printed) of the Person interviewed at the site:

Signature and title: _____ Date: _____

By signing below, the reviewer confirms they have visually assessed the ENP meal service program items addressed and that the review was completed during service at the meal site.

Monitor signature and date:

Findings and Recommendations:

1. List problems identified:

2. Indicate corrective action needed (attach additional pages as needed):

Section I: All Sites

This section of the monitoring tool is to be used at all sites.

Facility:			
A. Is a "person in charge" identified?	Yes	No	
B. Does the site appear clean with adequate lighting, cooling, heat, ventilation?	Yes	No	
C. Do refrigerators, steam tables, and equipment appear clean and in good working order?	Yes	No	N/A
D. Describe dishwashing and drying method: _____ _____			
E. Is this an acceptable method of dishwashing/drying according to the FDA food code?	Yes	No	N/A
F. Are chemical cleaners and paper goods stored away from food?	Yes	No	N/A
G. Are there thermometers in the refrigerators and freezers used for ENP programs? If yes, record the temperatures: _____ a. Refrigerators shall be no higher than 41°F, and b. Frozen food must be frozen to touch, and c. Cold storage temperatures must be checked and recorded at least once daily.	Yes	No	N/A
H. Have the food thermometers been calibrated?	Yes	No	
I. Are trash receptacles clean, emptied when necessary, and covered when not in use?	Yes	No	
J. Is there a separate hand washing sink?	Yes	No	
K. Was hand washing observed?	Yes	No	
L. Are hands washed in accordance with FDA food code instruction?	Yes	No	
M. Do the food service and storage areas appear free from insects and rodents?	Yes	No	
N. Is the area where food is handled or served clean and in good repair?	Yes	No	
O. Are counters and work areas sanitized prior to use?	Yes	No	N/A
P. Are foods labeled with content and date when placed in dry storage (storeroom or pantry)?	Yes	No	N/A
Q. Are foods labeled with content and date when placed in cold storage (refrigerator or freezer)?	Yes	No	N/A
Personal Hygiene:			
A. Are hair restraints and gloves worn during meal preparation and service?	Yes	No	N/A
B. Are hands washed prior to putting on gloves?	Yes	No	
C. Are gloves used correctly? a. Single use gloves should be worn when manual contact is made with food products. Barehanded contact is prohibited. b. Single use gloves shall be used for only one task. c. Single use gloves shall be discarded when damaged or soiled; when interruptions occur during a task; or if in continual use during a single task for more than four hours.	Yes	No	
D. Are burns, wounds, sores, scabs, and splints on hands bandaged and completely covered with a glove prior to preparation or service?	Yes	No	

Notes:

Section II: Food Preparation Site

Food Preparation:			
A. Are cooked foods chilled according to the FDA food code guidelines? a. By using a quick cooling method such as an ice bath, chilling wands, or packed in the cooler in shallow metal pans, or b. Hot food shall be cooled to 135° F to 70° F within 2 hours, then 70° F to 41° F within a total of 6 hours by using a quick cooling method.	Yes	No	N/A
B. Are frozen foods thawed according to FDA food code guidelines? a. As part of the cooking process, when the product reaches minimum internal cooking temperatures, or b. In the refrigerator at a temperature of 41° F or below, or c. Under running potable water (70° F or below), or d. By microwave thawing (only if cooked immediately afterward).	Yes	No	N/A
C. Is cooked or ready-to-eat food protected from cross-contamination? a. Raw meat, poultry, and fish is stored separately from cooked, ready-to-eat foods, or b. If not possible, prepared or ready-to-eat foods must be stored above raw meat, fish or poultry, or c. Raw meat and poultry should be stored on the bottom shelf of refrigerator, or d. Raw animal products and ready-to-eat foods should be prepared on separate cutting boards.	Yes	No	N/A
D. Are foods that are being reheated done so at a temperature of 165° F or above?	Yes	No	N/A
Food Transport for ENP Program Meal:			
A. Is the food transport equipment in good condition and appear capable of maintaining temperatures?	Yes	No	N/A
B. Does food transport equipment appear clean?	Yes	No	N/A
C. Are hazardous foods hot (135° F and above) or cold (41° F or below) when packing for transport?	Yes	No	N/A

D. If temperature control is used, is packing temperature documented?	Yes	No	N/A
E. If time in lieu of temperature control is used, is food labeled with time of packing and food temperature documented on the label?	Yes	No	N/A
Record Keeping:			
A. Are recipes used?	Yes	No	N/A
B. On the day of review, are both meal pack time and meal pack temperature documented and kept on file?	Yes	No	N/A
C. Is there a procedure for food product recalls?	Yes	No	N/A
D. Is there a procedure for suspected foodborne illness reporting?	Yes	No	

Notes:

Section III: Congregate and Home Delivered Meal Site

This section of the monitoring tool is to be used at participant sites. The reviewer must **visually confirm** the ENP meal.

Facility:			
A. Is the site accessible to people eligible for services targeted by the OAA?	Yes	No	N/A
B. Are the tables and chairs clean and in good condition?	Yes	No	N/A
C. Are there appropriately sized serving utensils available and being used?	Yes	No	
D. Is food prepared and served at the same site? (If yes, enter responses in next section)	Yes	No	N/A
1. If time in lieu of temperature is used, does this meal meet the time and temperature requirements while allowing for food to be served and consumed? a. Hot food items can be held without temperature control for up to 4 hours when the temperature is checked to be at 135° F or higher upon removing it from temperature control. b. Cold food items can be held without temperature control for up to 4 hours provided they are temperature checked at 41° F or lower upon removing them from refrigeration and do not reach 70° F at any time after that point. Cold food with temperatures above 70° F at any time must be discarded.	Yes	No	N/A
E. Is the temperature of the food taken prior to service?	Yes	No	
F. Are foods hot (135° F and above) or cold (41° F or below) when placed in the steam tables or refrigeration/freezer units?	Yes	No	
G. Is food delivered to meal site? (If yes, enter responses in next section)	Yes	No	

1. Are meal carriers labeled to time and temperature of packing?	Yes	No	
2. Are meals transported in safe and sanitary containers/carriers?	Yes	No	N/A
3. If meal is transported using time in lieu of temperature control, is food served to all participants within 4 hours of leaving temperature control?	Yes	No	N/A
4. For home delivered meal transport, are hot and cold meal carriers insulated?	Yes	No	
5. For home delivered meal transport, how long is the longest delivery route, measured in time: _____			
Record Keeping:			
Number of meals ordered: _____ Number of meals received: _____ Number of meals served: _____ Number of meals unserved: _____			
A. Is there documentation of required nutrition education?	Yes	No	N/A
B. In the congregate setting, is offer versus served used?	Yes	No	N/A
C. If this is an Adult Day Center (ADC), are meals reported through SAMS, or	Yes	No	N/A
D. Are meals reported through the adult care food program (school lunch)	Yes	No	N/A
Take-Home Foods:			
A. Are participants allowed to take foods home from the center?	Yes	No	N/A
B. Lists foods participants are allowed to take home: _____ _____			
C. Is the container used a disposable container?	Yes	No	N/A
D. Are these foods charged as take-out foods or meals?	Yes	No	N/A

In the congregate meal setting, interview 3 participants and record participant meal comment:

Participant 1:

Participant 2:

Participant 3:
