

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Documentation of Meals Served

Created: 05/01/2011

Policy #: MSP-017

Revised: 03/20/2015

Reference: Rule 173-3-04 (4), Rule 173-3-04.1 (5),
Rule 173-39-02.14 (6)(b)

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Policy: Meal service providers shall develop and utilize a system for documenting meals served.

Procedures:

1. For congregate meal service, acceptable methods for documenting meals served include the following:
 - A) On a daily, weekly, or monthly basis, obtain the signatures of consumers (who received meals) on an attendance sheet.
 - B) Maintain a daily, weekly, or monthly attendance sheet for meals that is signed by the provider or a designee of the provider.
2. For Title III and Care Coordination home-delivered meal consumers, acceptable methods for documenting meals served include the following:
 - A) On an individual sheet, obtain signatures or initials of the consumer or family caregiver on a daily basis. If the consumer/caregiver chooses to initial, there must be a space at the bottom of the sheet for the consumer/caregiver to sign that they have chosen to place initials and that the delivery of meals recorded on the sheet for the month is accurate. The consumer/caregiver should sign this space on the last delivery date of the month.
 - B) A route sheet with individual consumer names may be kept. The sheet must show daily delivery notations by the driver and the driver's signature must be on the sheet.
3. For Home Care consumers (PASSPORT, Choices, etc.), signatures must be obtained each day.