

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

**Policy Name:** Meal Site Postings

**Created:** 10/15/1997

**Policy #:** MSP-003

**Revised:** 03/20/2015

**Reference:**

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**Policy:** Meal participants will have direct access to information which includes but is not limited to:

1. EEO Officer's name and telephone number
2. Food service license
3. Current menu
4. Reservation Policy and telephone number
5. Telephone number for transportation
6. Eligibility statement
7. Staff and visitor fees
8. CPR/choking technique certified individual's name and location
9. Fire escape plan
10. 'Donations accepted' poster
11. Common Allergens

**Procedure:**

- 1) Provider will ensure the listed items are posted in an easily-accessible area of the nutrition site.
- 2) An AAA7 staff member, or designated representative, will make periodic visits to all congregate sites to confirm required postings.