



# Notice of Instruction

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## Notice of Instruction Number 021720: Reporting Emergency Meals

**TO:** All PSA 6 Meal Providers

**FROM:** Abbie Walters, Senior Contract Manager

**DATE:** February 17, 2020

**SUBJECT:** Reporting Requirements for Emergency Meals

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The purpose of this notice is to provide instruction on policy changes for reporting requirements of emergency shelf stable meals.

Previous instruction regarding reporting requirements of meals was addressed in [NOI #071817](#). That notice stated that beginning January 1, 2018, nutrition services provided through Local Services Program (LSP) and Older Americans Act Title III C (O3C1 and O3C2) funding would require monthly aggregate reporting by client.

With this guidance, effective March 1, 2020, Emergency Home Delivered Meals (EHDM) will no longer be entered aggregately *by client*. EHDM will now be reported in CIRT S with the *aggregate number of meals received* by the Nutrition Provider (after receipt).

Nutrition Providers will not be allowed to enter meals aggregately by client. Client specific information will no longer be entered into *CIRT S* for reporting purpose, but the following information must be maintained by the Nutrition Provider for audit purposes:

- Client name
- Client or client caregiver signature
- Client ID number
- Date on which EHDM are received by the client
- Quantity of EHDM

In the event there are no emergencies requiring the distribution of EHDM, Nutrition Providers are responsible for having a distribution plan for these meals. For example, EHDM could be distributed as supplemental meals for weekend and/or holiday use after hurricane season has

ended. All EHDM billed after January 1 of the calendar year must be distributed by December 31 of the same calendar year, regardless of funding source. Please ensure documentation for this method of distribution contains the same criteria as listed on page one of this NOI, to ensure reporting requirements are met. All EHDM are to be stored in a manner compliant with the [Florida Administrative Code on Food Hygiene, 64E-11](#).

The EHDM CIRTS code will be available as a service for aggregate billing in the following programs beginning March 1, 2020:

- OAA Title IIIC1
- OAA Title IIIC2
- Community Care for the Elderly (CCE)
- Home Care for the Elderly (HCE)
- LSP

If you have any questions, please contact your contract manager. Thank you.