

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



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Notice of Instruction Number: #032607-Nutrition-KP

TO: All Nutrition Providers/PSA 6

FROM: Katie Parkinson, Senior Program Manager (Extension 225)

DATE: March 26, 2007

SUBJECT: Policy Clarification regarding use of Nutrition Program Compliance Review Tool and Menu Substitution Checklist

cc: Program Managers

This Notice of Instruction is to provide your agency with the revised Facility Nutrition Program Compliance Review (NPCR) Tool and the newly developed Menu Substitution Checklist.

The Facility NPCR is a comprehensive tool that replaces the facility sanitation checklist and the meal site checklist. The intent is to have one comprehensive standard monitoring tool that could be used at your site when quarterly reviews are conducted. Starting immediately, WCFAAA expects to receive a completed Facility NPCR tool for each site, by the 15th following the end of each quarter.

Ideally, there should be no menu substitutions. However, because of seasonal food availability, unexpected product loss, or circumstances beyond your control, there will be an occasional menu substitution. Therefore, minimal menu substitutions are allowed under the following conditions:

1. Menu substitutions must be from the same food group and provide equivalent nutritional value. For example: a fruit high in vitamin C must be replaced with another fruit high in vitamin C.
2. Menu substitutions and menu substitution lists must be approved by the nutrition program's Licensed Dietitian and/or Licensed Registered Dietitian prior to use.
3. Documentation of all menu substitutions must be available and include the date of the substitution, the substitution made, justification for the substitution and the signature of the employee authorizing the substitution.
4. WCFAAA must receive the Menu Substitution Checklist completed by the Nutrition Sites Licensed/Registered Dietician within 10 days of the menu change to ensure the substitution remains in compliance with contractual obligations.

Thank you for your continued commitment to Florida's elders. Should you require additional information, please contact your program manager.

Attachments

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