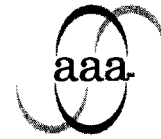


Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



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Notice of Instruction Number: #072707-Nutrition Clarification-KP

TO: All Nutrition Providers/PSA 6
FROM: Katie Parkinson, Senior Program Manager (Extension 225)
DATE: July 27, 2007
SUBJECT: Policy Clarification regarding use of the Menu Substitution Checklist,
Documenting Non-Compliant Site Inspections and Meal Temperatures
cc: Program Managers

This Notice of Instruction is to provide your agency with clarification regarding the use of the Menu Substitution Checklist and ensure all staff promptly corrects any non-compliant site inspection and temperature irregularities noted.

MENU SUBSTITUTION CHECKLIST:

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. 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.
3. When using a menu substitution from a pre-approved list, your Dietician must still review and approve the substitution made for that day. The Menu Substitution Checklist has been updated to allow use of the Dietician's approved substitution list.
4. WCFAAA must receive the Menu Substitution Checklist completed by the Nutrition Sites Licensed/Registered Dietician with the monthly provider reports due by the 10th of every month.

QUARTERLY NUTRITION PROGRAM COMPLIANCE REVIEW (NPCR) TOOL:

The Quarterly Provider NPCR Tool has been updated to provide space for facility site managers to record the action that was taken to resolve any non-compliant issue noted during the review. Please be sure to record the specific action taken and date of resolution to the problem(s) noted on the NPCR Tool.

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TEMPERATURE LOGS:

During the recent Department of Elder Affairs monitoring visit, it became apparent that it is necessary for staff to record the corrective action taken when finding a meal temperature item out of safe serving ranges. For example; Milk reads above 41°F. Staff must consult the Certified Site Manager for appropriate course of action (i.e. adding ice, not serving, etc...). The action taken by staff to correct the temperature issue must be recorded consistently to allow monitors to determine that proper safe handling of food is occurring.

WCFAAA has updated a temperature log for your use with an area to address non-compliant menu temperatures. This updated log will provide assurance that staff is recording the corrective action steps taken when a temperature issue arises. Use of the WCFAAA developed log is not mandatory. However, if you choose not to use the log provided by WCFAAA, you must update your agency's temperature log to make certain all menu item temperatures are taken and corrective action steps are documented to ensure compliance with safe food handling.

To assist you in implementing this Notice of Instruction, we have included the updated documents:

- Menu Substitution Checklist
- Quarterly Nutrition Program Compliance Review Tool
- Temperature Log with corrective action form

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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