

**J. Meal Requirements**

Meals provided through the nutrition program must comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture; and provide each participant:

1. A minimum of 33 $\frac{1}{3}$  percent of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the participant is offered one meal per day;
2. A minimum of 66 $\frac{2}{3}$  percent of the allowances if the participant is offered two meals per day; and
3. 100 percent of the allowances if the participant is offered three meals per day.

When planning breakfast for congregate meal participants, the meal must meet  $\frac{1}{3}$  of the DRI in and of itself, unless it is assured that the breakfast participant will

also receive lunch (or dinner) that day at the meal site. In the case of home delivered meal participants; however, where the same participant is being provided with two or three meals on a given day, menus can be planned so that the combined nutritional content meets  $\frac{2}{3}$  or 1 full DRI respectively.

K. Nutrition Services Incentive Program (NSIP) for the Elderly

1. Nutrition service providers are eligible to receive Administration on Aging (AoA) cash assistance in the form of a funding allocation for meals served through AoA's NSIP Program for the Elderly. Allocated funding may be claimed for meals that:
  - a. Meet the dietary guidelines as specified in Item J above;
  - b. Are served to eligible participants, which include persons 60 years of age or older, their spouses, disabled persons and volunteers, as described in Items F.1-F.2 above; (Note: NSIP reimbursement may NOT be claimed for meals served to guests or staff under 60 years of age.)
  - c. Are served by an agency that has received a grant under Title III of the Older Americans Act and is under the jurisdiction, control, management, and audit authority of an AAA or the Department; and
  - d. Are provided with no set fee charged to the recipients.
2. NSIP Funds:
  - a. Shall be used to increase the total number of meals served;
  - b. Shall only be used to purchase United States agricultural commodities and other foods; and
  - c. Shall not be used to off-set program costs or as non-federal matching funds for any other program.

L. Voluntary Contributions

1. Each project providing nutrition services may solicit voluntary contributions for meals, taking into consideration the income ranges of eligible individuals in local communities and other sources of income of the project.
2. Each project must protect the privacy of each older person with respect to his or her contributions; establish appropriate procedures to safeguard and account for all contributions; and may not deny an older person a service because the older person cannot or will not contribute to the cost of the service.

3. Voluntary contributions must be used to increase the number of meals served by the project, facilitate access to such meals, and provide other supportive services directly related to nutrition services.

M. Illinois Link

The nutrition service provider must assist participants in taking advantage of benefits available to them under the Illinois LINK program. The nutrition service provider must coordinate its activities with the local Illinois Department of Human Services office administering the LINK program to facilitate participation of eligible older persons in the program.

N. Menu Planning

Menus must be:

1. Planned in advance for a minimum of one month with repetition of entrees and other menu items kept at a minimum. If a cycle menu is utilized, there shall be at least three cycles per year. If the cycle is at least 6 weeks or greater in length, there shall be at least 2 cycles per year;
2. Approved by the provider's licensed dietitian as defined in G(3)(b) of this Section;
3. Posted with serving dates indicated in a location conspicuous to participants at each congregate meal site as well as in each preparation area;
4. Legible and easy to read (It is recommended that menus be printed in the language(s) of the participant group.);
5. Adhered to, subject to seasonal availability of food items; and
6. Kept on file with the signed menu approval sheet, with any changes noted in writing, for at least three years.

O. Menu Standards

1. Service providers who choose not to complete a nutritional analysis of their menus will follow the meal pattern described in this section.

**Requirements for One or Two Meal(s) Daily**

**Each meal must provide\*:**

- (1) Serving lean meat or meat alternate: 3 ounces of edible cooked meat, fish, fowl, eggs or meat alternate

- (2) Serving(s) vegetables: ½ cup equivalent – may serve an additional vegetable instead of a fruit
- (1) Serving fruit: ½ cup equivalent – may serve an additional fruit instead of a vegetable
- (2) Servings grain, bread or bread alternate, preferably whole grain: for example, 2 slices of whole grain or enriched bread, 1 ounce each or 1 cup cooked pasta or rice
- (1) Serving fat free or low fat milk or milk alternate: 1 cup equivalent

\* Margarine and dessert are optional and must be counted in the calories, fat and sodium totals, if served in addition to above components.

### **Requirements for Three Meals Daily**

The three meals combined must provide:

- (2) Servings lean meat or meat alternate: 6 ounces of edible cooked meat, fish, fowl, eggs or meat alternate
- (3-4) Servings vegetables
- (2-3) Servings fruit
- (6-9) Servings whole grain/enriched grain, bread or bread alternate
- (3) Servings fat free or low fat milk or milk alternate

### Meat or Meat Alternate

- Three ounces (providing at least 19 g protein) of lean meat, poultry, fish or meat alternate should generally be provided for the lunch or supper meal. Meat serving weight is the edible portion, not including skin, bone, or coating.
- Meat (1 ounce) alternates include:
  - 1 medium egg
  - 1-ounce cheese (nutritionally equivalent measure of pasteurized process cheese, cheese food, cheese spread, or other cheese product)
  - ½ cup cooked dried beans, peas or lentils
  - 2 tablespoons peanut butter or ⅓ cup nuts
  - ¼ cup cottage cheese
  - ½ cup tofu
  - 1 ounce of soy type burger
- A one ounce serving or equivalent portion of meat, poultry, fish may be served in combination with other high protein foods.
- Protein/lean meat/meat alternate items containing textured vegetable protein and providing at least 19 g protein in a (3 oz) serving may be served.

- Except to meet cultural and religious preferences and for emergency meals, serving dried beans, peas or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days should be avoided.
- Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, non-imitation product) cannot be served as meat alternates.
- To limit the sodium content of the meals, serve no more than once a week cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, dried beef).
- To limit the amount of fat, especially saturated fat, and cholesterol in meals, regular ground meat should be served no more than twice weekly when one meal is provided, four times weekly if two meals are provided, and no more than 6 times a week if three meals are provided.

#### Vegetables

- A serving of vegetable (including cooked dried beans, peas and lentils) is generally  $\frac{1}{2}$  cup cooked or raw vegetable; or  $\frac{3}{4}$  cup 100% vegetable juice, or 1-cup raw leafy vegetable. For pre-packed 100% vegetable juices, a  $\frac{1}{2}$  cup juice pack may be counted as a serving if a  $\frac{3}{4}$  cup pre-packed serving is not available.
- Fresh, frozen or unsalted canned vegetables are preferred instead of canned vegetables containing salt.
- Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes should total  $\frac{1}{2}$  cup per serving.
- At least one serving from each of the five vegetable subgroups must be included in a weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and "other" vegetables.
- A serving of cooked legumes (dried beans, peas and lentils) must be included twice each week, if one meal is provided; 4 servings per week must be included, if two or three meals are provided.

#### Fruits

- A serving of a fruit is generally a medium apple, banana, orange, or pear;  $\frac{1}{2}$  cup chopped, cooked, or canned fruit; or  $\frac{3}{4}$  cup 100% fruit juice. For pre-packed 100% fruit juices, a  $\frac{1}{2}$  cup juice pack may be counted as a serving if a  $\frac{3}{4}$  cup pre-packed serving is not available.
- Fresh, frozen, or canned fruit will preferably be packed in juice, without sugar or light syrup.

#### Grain, Bread or Bread Alternate

- A serving of grain or bread is generally 1 slice (1 ounce), whole grain or enriched; ½ cup cooked whole grain or enriched pasta or grain product; or 1 ounce of ready-to-eat cereal. Priority should be given to serving whole grains.  
Grain, bread and bread alternates include:
  - 1 small 2-ounce muffin, 2" diameter
  - 2 mini muffins
  - 2" cube cornbread
  - 1 biscuit, 2" diameter
  - 1 waffle, 4" diameter
  - 1 slice French toast
  - ½ slice French toast from "Texas toast"
  - ½ English muffin
  - 1 tortilla, 4-6" diameter
  - 1 pancake, 4" diameter
  - ½ bagel
  - 1 small sandwich bun (<3" diameter)
  - ½ cup cooked cereal
  - 4-6 crackers (soda cracker size)
  - ½ large sandwich bun
  - ¾ cup ready to eat cereal
  - 2 graham cracker squares
  - ½ cup bread dressing/stuffing
  - ½ cup cooked pasta, noodles or rice
  - prepared pie crust, ⅛ of a 8" or 9" two-crust pie
  - ½ cup cooked grain product in serving of fruit "crisp" or cobbler

A variety of enriched and/or whole grain products, particularly those high in fiber, are recommended.

Two servings whole grain products must be served at least twice a week when one meal is provided; 4 servings whole grain products must be served per week when 2 meals are provided; 6 whole grain products must be served per week when 3 meals are provided.

Grain/bread alternates do not include starchy vegetables such as potatoes, sweet potatoes, corn, yams, or plantains. These foods are included in the vegetable food group.

#### Milk or Milk Alternates

One cup skim, low fat, whole, buttermilk, low-fat chocolate milk, or lactose-free milk fortified with Vitamins A and D should be used. Low fat or skim milk is recommended for the general population. Powdered dry milk (½ cup) or evaporated milk (½ cup) may be served as part of a home-delivered meal.

- Milk alternates for the equivalent of one cup of milk include:
  - 1 cup fat free or low fat milk
  - 1 cup yogurt, fat free or low fat
  - 1 cup fortified soymilk
  - 1 ½ cups cottage cheese, low fat
  - 8 ounces tofu (processed with calcium salt)
  - 1 ½ ounces natural or 2 ounces processed cheese

## 2. Nutrient Values for Meal Planning and Evaluation

The table below presents the most current DRIs and other nutrient values to use when planning and evaluating meals. Values are provided for serving 1, or a combination of 2 or 3 meals for 1-day consumption for the average older adult population served by nutrition programs.

Menus that are documented\*\* as meeting the nutritional requirements through menu analysis must have written documentation, which supports the following nutrients, are provided:

Nutrient	Amount Required	Notes
Calories (cal)	685 calories per meal averaged over one week	No one meal may be less than 600 calories
Protein (gm)	19	
Carbohydrate (gm)	43	
Fat (gm)	15-23 ≤ 30% calories averaged over one week	No one meal may be more than 35% fat
Fiber (gm)	10	
Vitamin A (ug)	300	
Vitamin C (mg)	30	
Vitamin E (ug)	5	
Vitamin B6 (mg)	.6	
Folate (ug)	133	
Vitamin B12 (ug)	.8	
Calcium (mg)	400	
Magnesium (mg)	140	
Zinc (mg)	3.7	
Potassium (mg)	1567	
Sodium (mg)	<800, averaged over one week	No one meal more than 1000 mg

\*\* A Menu Approval Sheet is provided to Nutrition Services providers for the licensed dietitian nutritionist (as defined in G(3)(b) of this section) to use in

documenting that nutritional requirements are met by the menu through meeting the meal pattern requirements or through carrying out a nutritional analysis of menus.

### 3. Specific Nutrient Sources

#### a. Vitamin A

**Each day each meal must provide at least 300 mg vitamin A through foods served.**

- To ensure this amount of vitamin A is provided when the meal pattern is followed, vitamin A rich foods must be served 2 to 3 times per week for one meal per day.
- When serving 2 meals per day, vitamin A rich foods must be served 4 to 6 times per week.
- One rich source or two fair source servings may be used to meet the requirements.

- Some examples of **rich** sources of vitamin A include:

Apricots	Kale	Carrots
Cantaloupe	Mango	Sweet potatoes
Collard greens	Spinach	

Turnip greens & other dark greens

Winter squash (Hubbard, Acorn, Butternut)

- Some examples of **fair** sources of vitamin A include:

Apricot Nectar	Broccoli
Tomato Sauce	Pumpkin
Vegetable Juice	

#### b. Vitamin C

Each day each meal must provide at least 30 mg vitamin C through foods served.



- To ensure this amount of vitamin C is provided when the meal pattern is followed, vitamin C may be provided as one serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.
- When serving one meal per day, 1 rich or 2 fair sources must be served.
- When serving 2 meals per day, 2 rich or 4 fair sources must be served.
- When serving 3 meals per day, 3 rich or 6 fair sources must be served.
- Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
- Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, except cranberry juice.
- Some examples of **rich** sources of vitamin C include:

Broccoli	Brussels sprouts
Cantaloupe	Cauliflower
Fruit juices, fortified	Grapefruit
Grapefruit juice	Green pepper
Honeydew	Kale
Kiwi	Mango
Mandarin oranges	Oranges/orange juice
Strawberries	Sweet potatoes
Yams	Sweet red pepper
Tangerines	

- Some examples of **fair** sources of vitamin C include:
- |                    |                |
|--------------------|----------------|
| Asparagus          | Cabbage        |
| Collard greens     | Mustard greens |
| Pineapple          | Potatoes       |
| Spinach            | Tomato         |
| Tomato juice/sauce | Turnip greens  |
| Watermelon         |                |

These are a few examples of vitamins A and C sources. By ensuring that a minimum of 300 mcg vitamin A and 30 mg vitamin C are included through vegetables and fruits in meals on a daily basis, providers will meet these vitamin requirements.

#### P. Food Preparation Recommendations

1. When cooking, use salt sparingly or eliminate entirely by using spices, herbs or other seasoning. To flavor foods, use salt-free seasoning, lemon juice, lime juice or vinegar;
2. Minimize the use of fat in food preparation. Fats should be primarily vegetable sources and in a liquid or soft (spreadable) form that is low in hydrogenated fat,

saturated fat, and cholesterol. Limit fat to no more than 20-35 percent of the calories average for the week;

3. Each meal should contain at least 10 grams of dietary fiber. Use whole grains, meat alternatives, and fruits and vegetables to increase the fiber content of the menus. A listing of fiber content of grains, vegetables and fruits is available to service providers. By consulting this listing and ensuring that a minimum of 10 g fiber is included through foods served on a daily basis, providers will meet the fiber requirements;
4. Reflect seasonal availability of food;
5. Plan so that food items within the meat and meat alternatives, vegetable, fruit and grain/bread groups are varied within the week and menu cycle;
6. Include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste and appearance;
7. Do not provide vitamin and/or mineral supplements, except as specified in Item Q below;
8. Use low-sodium meats, flavorings, and seasonings;
9. Use low-fat salad dressing, spreads, cheese and gravies (made without drippings and fats);
10. Bake, broil, steam or stew foods in place of frying food in fat;
11. Provide drinking water to encourage fluid intake. Dehydration is a common problem in older adults. Other beverages such as soft drinks, flavored (preferably sugar-free) drinks, coffee, tea and decaffeinated beverages may be used, but cannot be counted as fulfilling any part of the meal requirements. Nonnutritive beverages do not help meet nutrition requirements but can help with hydration.
12. Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients. Desserts such as fruit, whole grains, low fat or low sugar products are encouraged. Fresh, frozen, or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal. However, if a dessert contains at least ½ cup of fruit it may be counted as a serving of fruit. A dessert containing at least ½ cup enriched/whole grain product may be counted as a serving of grain. For example, a serving of two-crust (approx. ⅛ of 8" or 9" pie) fruit pie that contains at least ½ cup fruit is counted as one serving fruit and one serving grain.

13. Ethnic or religious menus must approximate as closely as possible (given religious requirements or ethnic background) the regular meal pattern and nutrient content of meals as previously stated.
14. Meals served in accordance with the meal standards are appropriate for persons with chronic disease, such as diabetes, heart disease and hypertension.

Q. Nutrition Supplements

Nutrition supplements, including liquid or bars, may be made available to participants based on documented, assessed need as determined by a licensed dietitian, nutritionist or a physician. Such products cannot replace conventional meals unless a physical disability warrants their sole use. Nutrition supplements are not reimbursable under the Older Americans Act or by AoA.

R. Offer Versus Serve

1. Each nutrition provider shall assure that congregate meal participants are offered all the food items needed to meet the menu requirements.
2. Consistent refusal of menu items should be investigated to determine why a participant is declining menu items.
3. Assistance should be provided to assure that adequate nutrition intake is maintained by the participant (for example, providing smaller serving portions, substitutions when feasible or serving the participant first).
4. AoA reimbursement is not affected when a participant declines menu items.

S. Foods Taken from Nutrition Sites

1. Unserved leftover foods shall not be taken from kitchens or sites by employees, volunteers, or participants.
2. Safety of the food after it has been served to a participant and when it has been removed from the congregate site is the responsibility of the recipient and may be consumed as that participant deems appropriate. Providers shall post signs that warn participants of the health hazards associated with removal of food from the congregate nutrition site.

T. Food Borne Illness Complaint Reporting Requirements

1. In the event that a nutrition service provider receives a complaint or report of symptoms of food borne illness, the nutrition provider shall:
  - a. Notify the local health department immediately to initiate an investigation; and

- b. Notify the Area Agency on Aging within 24 hours of the investigative procedures in progress.
2. The Area Agency on Aging shall notify the Department within three working days of a reported food borne illness. Thereafter, periodic updates shall be provided regarding the progress and findings of the investigation.

U. Food Service Requirements

Nutrition service providers must comply with applicable provisions of state or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual.

1. Training

- a. Training in fire and safety regulations must be provided during the orientation of staff new to the program and, at a minimum, once a year thereafter. The training will include but not be limited to: rules for safe work, and fire and safety regulations. Where feasible or possible, state or local officials should be involved in the development of training materials and programs. In situations where regulations do not exist, or their applicability is questioned, the provider shall contact the appropriate State agency that establishes fire or safety standards (e.g., State Fire Marshall, etc.).
- b. Food Service Sanitation Manager Certification: The meal site supervisor or designee must successfully complete the Illinois Department of Public Health's Food Service Sanitation Manager Certification training, and have a current registration.

This is a Department on Aging requirement, and is also required by the Illinois Department of Public Health.

Congregate meal sites are classified as "Category I Facilities" due to the type of population served by the congregate meal site (e.g., immune-compromised individuals such as the elderly comprise the majority of the consuming population).

Based on guidance from the Illinois Department of Public Health, the only exception for a meal site supervisor to not be required to have successfully complete the above certification training is when food is prepared in a different location within the facility and served in that same facility. An example would be a congregate meal site located in a long term care facility. Under these circumstances, the site supervisor would be supervised by a certified food service sanitation manager in the preparation area of the facility. **Note:** Local public health departments do not have the authority to waive this requirement.

- c. Food Handlers: Due to the requirements of the Food Handling Regulation Enforcement Act (410 ILCS 625), all food handlers employed by the nutrition provider (where the nutrition site is not located in a restaurant), other than someone holding a food service sanitation manager certificate, must receive or obtain training in basic food handling principles by July 1, 2016. New employees shall receive training within 30 days after employment. All food handlers must renew their training every three years.

Proof that a food handler has been trained shall be available upon reasonable request by the Illinois Department of Public Health or a local health department inspector and may be in electronic format.

Nutrition sites volunteers performing food handling duties are not required by the Illinois Department of Public Health to receive the required training as outlined in the Food Handling Regulation Enforcement Act; however, the Illinois Department on Aging strongly encourages that nutrition programs require their volunteers to obtain such training. If the volunteers do not obtain the training based on the Food Handling Regulation Enforcement Act, the nutrition program must provide training to volunteers that will include but not be limited to: safe food handling, food borne illnesses, hygienic practices of personnel, equipment sanitation, dishwashing procedures, and facility sanitation.

The food handling training must comply with the requirements of the Illinois Department of Public Health's administrative rules. Note: Restaurants must comply by July 1, 2014.

The Department on Aging will provide nutrition service providers with additional information about this specific requirement when the Illinois Department of Public Health finalizes its administrative rules for the Food Handling Regulation Enforcement Act.

- d. All staff working in the food preparation and food serving area shall be under the supervision of a person who will ensure the application of hygienic techniques and practices in food handling, preparation, service and delivery.

2. Food Temperatures

- a. Food temperatures at the time of service and at the time of delivery must be no less than 140° F for hot foods and no more than 41° F for cold foods.
- b. For congregate meals, the temperature of the food should be checked and documented daily at the time of service and in the case of catered food, at the time of food arrival and at the time of service.

- c. For home delivered meals, the temperature of the food should be checked and documented daily both at the end of production and at the time of packaging; and on a regular basis, not less than one time per month, at the end of the delivery route requiring the longest delivery time.

For delivery routes less than two hours, the temperature of the food should be checked and documented at the end of the delivery route requiring the longest delivery time on a regular basis, not less than one time per month.

If a nutrition service provider has meal delivery routes that are longer than two hours, the nutrition service provider must check temperatures on a weekly basis at the end of these delivery routes. This specific requirement does not apply if the nutrition service provider uses a temperature controlled oven, freezer and refrigerator equipped vehicles that have digital temperature displays or provides frozen meals.

3. Packaging & Packaging Standards-Home Delivered Meals

- a. All meals packaged at nutrition sites must be individually packaged first (before congregate meals are served) and packed in secondary insulated food carriers with tight fitting lids and transported or frozen immediately.
- b. Containers must be designed to maintain the integrity and safety of the food.
- c. Cold and hot foods must be packaged and packed separately.
- d. Hot food should be served, packaged, sealed (tightly-fitted lids), and placed into insulated food carriers as soon as possible. The most rapid heat loss in a home delivered meal occurs between packaging and loading them into carriers.
- e. Cold food should be served, packaged, sealed (tightly-fitted lids), and placed into a cooler or cold chest as soon as possible. The nutrition provider should use coolers which are only as large as necessary to pack cold food. Large coolers packed nearly full maintain temperatures better than partially full chests or small coolers filled to capacity. This requirement does not apply if the nutrition service provider uses a temperature controlled refrigerator-equipped vehicle.
- f. Frozen meals must be maintained in a frozen state during storage, transportation and delivery. Frozen meals should be transported in a chest or cooler with a tightly fitted lid. The nutrition service provider should place ice packs on top of frozen meals. This requirement does not apply if the nutrition service provider uses a temperature controlled, freezer-equipped vehicle.

- g. All food delivery carriers must maintain the proper temperature for the required time that the food will be in the carrier.

4. Other Requirements

- a. Nutrition service providers must advise home delivered meal participants when enrolled in the nutrition program that hot meals should be consumed immediately after delivery and/or must ensure that instructions for proper heating, storage, and handling of meals are provided.
- b. A nutrition program utilizing frozen meals in any capacity must provide instructions for participants regarding safe meal storage and preparation. Information must be provided at the time of assessment and reassessment. Information specific to frozen meals, such as contents and expiration dates, must be included in writing with the meals at the time of delivery. Frozen meals that have been thawed or have broken packaging should not be provided to participants.