

(A) Purpose

–“Congregate dining project” means a nutrition project that complies with rule [173-4-05.1](#) of the Administrative Code. A provision of the nutrition-related services described in rules [173-3-06](#) and [173-4-05](#) of the Administrative Code.

(B) Unit of Service

Congregate dining project: A unit is one meal provided in compliance with this rule and rule [173-4-05.1](#) of the Administrative Code.

(C) Minimum requirements for a congregate nutrition program

- 1) Eligibility and enrollment: Before the provider provides a meal to a person, the provider shall verify the person's eligibility under [Rule 173-4-02 - Ohio Administrative Code | Ohio Laws](#) Older Americans Act Nutrition Program: meals eligible for payment and [Rule 173-4-05 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: nutrition projects
- 2) Availability: Meals must be available as outlined in [Rule 173-4-05.1 - Ohio Administrative Code | Ohio Laws](#) Older Americans Act nutrition program: congregate dining project unless a different availability schedule is approved by COA.
- 3) Carry out meals: Must comply with [Rule 173-4-05.1 - Ohio Administrative Code | Ohio Laws](#) Rule - Older Americans Act nutrition program: congregate dining project.
- 4) Menus and Nutritional Adequacy: Meals must comply with [Rule 173-4-05 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: nutrition projects.
- 5) Voluntary contributions: This service is subject to voluntary contributions but exempt from cost sharing and must comply with [Rule 173-3-07 - Ohio Administrative Code | Ohio Laws](#) – Older Americans Act: consumer contributions
- 6) Records: The provider shall develop and utilize a system for documenting each meal served. Acceptable methods for documenting meals served should comply with [Rule 173-3-06 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act: requirements to include in every AAA-provider agreement
- 7) Reporting: Individual client reporting by meal site is required in the specified electronic client registration and billing system as outlined in the COA NAPIS Manual. The provider shall offer nutrition services in addition to providing meals that are in compliance with [Rule 173-4-05 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: nutrition projects
- 8) Food safety and sanitation: Providers are required to be in compliance with [Rule 173-4-05 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: nutrition projects

- 9) Emergencies: The provider shall develop and implement written contingency procedures for emergency closings due to short-term weather-related emergencies, loss of power, kitchen malfunctions, natural disasters, that are in compliance with [Rule 173-4-05.1 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act nutrition program: congregate dining project
- 10) Major Unusual Incidents (MUI): [Rule 173-3-01 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act: introductions and definitions COA requires notification within one hour of applicant's awareness of a MUI such as any alleged, suspected, or actual occurrence of an incident/event that could adversely affect the health or safety of a consumer, the credibility of provider's staff or organization, or any incident in which COA or provider may have liability; lawsuit or potential lawsuit.
- 11) Staff training: The provider shall develop a training plan that includes orientation and annual continuing education that is in compliance with [Rule 173-4-05 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: nutrition projects
- 12) Quality assurance: Providers are to comply with [Rule 173-4-05.1 - Ohio Administrative Code | Ohio Laws](#) – Older Americans Act nutrition program: congregate dining project
- 13) Person Centered Direction: Providers are to comply with [Rule 173-4-04 - Ohio Administrative Code | Ohio Laws](#)- Older Americans Act Nutrition Program: Procuring for person direction and Rule 173-4-05 - Ohio Administrative Code | Ohio Laws- Older Americans Act Nutrition Program: nutrition projects

(D) Reporting

WellSky Aging and Disability data is to be collected and reported as an integral part of the providers day-to-day operations. Individual client registration is required in WellSky. Providers are responsible for collecting and reporting information, such as client name, date of birth, gender, gender identity, address, in poverty (yes/no), lives alone (yes/no), ethnicity, ethnic race, nationality, service type, service units, and funding source.

The nutrition risk assessment is a self-declared assessment and must be completed annually. The information must be provided by the client, not from the judgment of another person.

Clients must be assessed upon enrollment and re-assessed every 12 months by completing the NAPIS Intake Assessment Form in WellSky. A new NAPIS Assessment must be created for each re-assessment. Assessments shall be administered through direct contact with the client, which may include contact through in-person interaction, electronic communication, mail or via telephone.

(E) Consumer Contributions

The provider may solicit and accept voluntary contributions as outlined in the Voluntary Contributions section of [Rule 173-3-07 - Ohio Administrative Code | Ohio Laws](#). This service is exempt from the Cost Sharing section of this rule.