



CHARLIE CRIST
GOVERNOR

MEMORANDUM

TO: Area Agency on Aging Executive Directors
Notice #: 030810-1-I-SWCBS

FROM: E. Douglas Beach, Ph.D., Secretary

DATE: March 5, 2010

SUBJECT: Notice of Instruction: Clarification to NOI #100506-1-I-OVCS,
Nutrition Program Requirements

E. DOUGLAS BEACH, PH.D.
SECRETARY

The purpose of this notice is to provide the revised Quarterly Meal Site Review form, henceforth the Nutrition Program Compliance Review Form (NPCR). The NPCR is to be used when conducting quarterly meal site reviews. This form replaces the current 2006 version.

Meal site reviews must be conducted quarterly at each physical meal site location. The NPCR must be used for this purpose and reviews must be conducted as follows:

- Once per year by the nutrition consultant (licensed dietitian or licensed and registered dietitian),
- Once per year by the nutrition program service provider's administrative staff member, and
- Twice per year by the meal site manager or designee.

Although quarterly meal site reviewers must use the NPCR form, only applicable sections should be completed.

Implementation of this notice must consider the training needs of current staff members and, therefore, will not be in effect until July 1, 2010.

Should you have questions regarding the NPCR, please do not hesitate to contact your contract manager or Holly Greuling at 850-414-2337 or greulingh@elderaffairs.org. Thank you for your assistance and cooperation.

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