



MEMORANDUM

JEB BUSH
GOVERNOR

TO: AAA Executive Directors **NOTICE#:** 091404-1-I-SWCBS

FROM: Terry White
Secretary

DATE: September 13, 2004

SUBJECT: Notice of Instruction: Use of Additional 2004 Nutrition Services
Incentive Program (NSIP) Funds

TERRY F. WHITE
SECRETARY

Purpose:

This Notice of Instruction provides information on the additional NSIP funds received by the department for the 2004 program year ending September 30, 2004 and related reporting and contract requirements for the NSIP during this period.

Background:

The Department of Elder Affairs was recently awarded the balance of the NSIP allocation for the 2003-2004 contract. The \$567,227 final allocation will increase the total NSIP allocation to \$8,007,700 for the current contract year. The final allocation must be contracted with area agencies and service providers by September 30, 2004.

NSIP funds can be used for purchase of all approved meals, including shelf stable meals, served by Older American Act (OAA) funded meal providers. The department is required by the OAA to promptly and equitably disburse the NSIP allocation to Title III and Title VI funded nutrition projects.

Required Action:

All area agencies on aging must provide the projected total number of NSIP eligible meals to be served within each planning and service area (PSA) through September 30, 2004. This total should include all NSIP eligible congregate and home delivered meals, including shelf stable meals, served or to be served to nutrition clients and eligible volunteers during the current contract year. This information is necessary to assist the department in determining the final 2003-2004 NSIP allocation for each PSA and in determining if an adjustment to the current NSIP reimbursement rate will be required. The meals information should be immediately forwarded to your contract manager as previously requested. A copy of the 2003-04 PSA Meal Projection is enclosed for your reference.

Please remember that an OAA meal provider must serve all NSIP eligible meals. The funding source does not matter as long as an OAA meal provider provides the meals and the funding source does not require a means test for program eligibility.

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All NSIP eligible meals served must be entered into CIRTS. Eligible OAA funded meals are coded in CIRTS as either CNML (congregate) or HDM (home delivered). Non-DOEA funded meals eligible for NSIP reimbursements are coded NDP/CNML (congregate) or NDP/HDM (home delivered). Please contact your contract manager if you have questions.

Attachment