



MEMORANDUM

NOTICE: 021020-1-I-SWCBS

TO: Area Agency on Aging (AAA) Executive Directors
FROM: Richard Prudom, Secretary *RP*
DATE: February 10, 2020
SUBJECT: Notice of Instruction: Reporting Requirements for Emergency Meals

The purpose of this notice is to provide instruction on policy changes for reporting requirements of emergency shelf stable meals.

Previous instruction regarding reporting requirements of meals was addressed in Notice # 071717-1-I-SWCBS. This Notice stated that beginning January 1, 2018, nutrition services provided through Local Services Program (LSP) and Older Americans Act Title IIIC (O3C1 and O3C2) funding will require monthly aggregate reporting by client.

With this guidance, effective March 1, 2020, Emergency Home Delivered Meals (EHDM) will no longer be required to be entered aggregately by client. EHDM will now be reported in CIRTS with the aggregate number of meals received by the Nutrition Provider (after receipt).

Nutrition Providers will not be allowed to enter meals aggregately by client and aggregately by number of meals. Client specific information will no longer be entered into CIRTS for reporting purposes but shall be maintained by the Nutrition Provider for audit purposes. This information must include the following:

- Client Name
- Client or Client Caregiver Signature
- Client ID number
- Date on which EHDM meals are received by the client
- Quantity of EHDM

In the event there are no emergencies requiring the distribution of EHDM meals, Nutrition Providers are responsible for having a distribution plan for these meals. For example, EHDM

meals could be distributed as supplemental meals for weekend and/or holiday use after Hurricane Season has ended. All EHDM meals billed after January 1 of the calendar year must be distributed by December 31 of the same calendar year, regardless of funding source. Please ensure documentation for this method of distribution contains the same criteria as listed on page one of this NOI to ensure reporting requirements are met. All EHDM meals are to be stored in a manner compliant with the Florida Administrative Code on Food Hygiene, 64E-11.

The EHDM CIRTS code will be available as a service for aggregate billing in the following programs beginning March 1, 2020:

- OAA 3C1
- OAA 3C2
- Community Care for the Elderly (CCE)
- Home Care for the Elderly (HCE)
- LSP

If you have any questions, please contact your contract manager. Thank you for your continued cooperation.