CARES Act Nutrition Services Overview

The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is making grants available to address the nutritional needs of people age 60 years of age or older.

Eligible Meal Requirements

- Due to North Carolina’s Federal Major Disaster Declaration (MDD) meals may be provided that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements.
- Meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) must include a serving of meat or meat alternative, two servings of grain, and one serving of a vegetable or fruit to be eligible for reimbursement through CARES Act funding.
- Meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) require written menus that show the required food items according to food content rather than nutrient analysis. Menu approval does not require an assessment by a registered dietitian; however, written menus must be kept on file for review by PTRC/AAA monitors during both desk reviews and onsite monitoring visits.
- Shelf stable meals may be packaged.
- Multiple meals may be provided to an individual at the same time (e.g. five frozen meals in a box or the equivalent of five shelf stable meals in a grocery bag).
- Up to 21 meals per client per week may be provided under CARES Act funding.
- All foods contained in the meals must be from approved federal or state agency sources.

Service Delivery after the Federal Major Disaster Declaration is rescinded

- IMPORTANT TO NOTE: Once the Federal MDD is rescinded, “flexibilities” allowed for meals will end and meals will be required to meet the 1/3 RDA requirement. In addition, menus will need to be signed by a licensed dietitian/nutritionist to certify that menus meet all federal and state requirements. Grantees will receive training on full service standards.

Eligibility for Meals

- People age 60+. Income is not used in determining eligibility.
- Special Eligibility: Federal rules establish special eligibility for spouses under age 60 and give grantee the option to offer a meal to certain other people under age 60. These are as follows:
  - Spouses under age 60 of an eligible nutrition participant.
  - Individuals under age 60 with disabilities who reside at home with eligible older adults receiving home-delivered meals.
  - Individuals under age 60 with disabilities who reside at home with and accompany an eligible older adult to the nutrition site.
  - Individuals under age 60 with disabilities who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.

Note: There is flexibility with the definition of “home bound” under CARES Act funding. Under CARES Act funding, there is allowance in the definition of home bound to permit meals delivery for those individuals who are 60+ practicing social distancing and staying at home even if they do not meet the standard criteria for home bound.
Reporting and Documentation Requirements

**Grantees will receive training on documentation required.**

- A Client Registration (DAAS 101) Form must be completed for each eligible client receiving meals through CARES Act funding.
- A completed Special Eligibility Documentation Form for a client receiving meals as a special eligibility client for CARES Act funding is required.
- Consumer Contributions must be solicited and properly documented for meals funded through CARES Act funding.
- A Meal Tracking Form indicating the dates and number of meals served for each eligible client.
- The distribution of bags of groceries and boxes of fresh fruits and vegetables through local farmers markets or grocery stores must be tracked on a specially designed form.
- CARES Act funds must be accounted for separately in the service provider’s accounting records.

Cost Computation Requirements

- Accurately completed Cost Computation forms will be required of all grant awardees. Cost Computation forms calculate the unit cost per meal/bag of groceries/fruit and vegetable box provided. **Grantees will receive training on proper completion of cost computation forms.**

Reimbursement

Services provided by CARES Act funds will be reimbursed on a monthly basis through the state’s Aging Resource Management System (ARMS). Reimbursement is dependent upon accurate reporting of service data.

Monitoring

All services provided by CARES Act funds will be monitored by the PTRC Area Agency on Aging (PTRC AAA) according to a time line that will be established by the North Carolina Division of Aging and Adult Services. Monitoring will be conducted following the “PTRC AAA Policies and Procedures for Monitoring” (November 2016) which also addresses the required monitoring of any subcontractors used to furnish services.

Confidentiality and Security

Client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state, and departmental requirements for protecting the security and confidentiality of client information but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the North Carolina Division of Aging and Adult Services is notified of suspected or confirmed security incidents and data breaches.

Record Retention and Disposition

All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services (DHHS) Controller at: [https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention](https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention)

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.