

New Dining Center Approval Form

In accordance with the *Manual of Policies and Procedures and Technical Assistance for the Wisconsin Aging Network*, Section 8.4, nutrition programs will notify the Area Agency on Aging (AAA) and obtain approval before opening a new dining center.

Instructions: Please complete this form with as much detail as possible and submit to your local AAA for review and approval **60 days** before the dining center opens, if feasible. Please complete one form for each new dining center.

County/Tribal Aging Unit and/or ADRC: Dane AAA

Nutrition Director: Angela Velasquez

Phone Number: 608-261-9700 **Email:** velasquez.angela@countyofdane.com

Person Completing Form/Focal Point: Jim Krueger/NewBridge Madison

Please answer the following questions:

1. Name of new dining center: Monona Senior Center
Street Address: 1011 Nichols Rd
City/Town: Monona Zip: 53716
2. Who will be the dining center manager? (attach job description and plan for safety/sanitation training/certification) Kristen Huber
3. Anticipated date the dining center will open: April 1, 2022
4. What is the average number of participants estimated to attend each day? 20
5. Day(s) the dining center will be open and meal service time(s): Friday's, meal served at Noon
6. Communities served by the new dining center: Monona and East Madison
7. Estimated average distance participants will need to travel to attend: 2 miles
8. Explain process and reasons for selecting this location as a senior dining center. Is the dining center located in an area of the county or tribe where there are limited options available for food or nutritious meals? Are there a sufficient number of older adults in this area who could participate? Is there adequate interest from older adults in the community in this location? Will this location serve specific targeted populations? Include any information from surveys, focus groups, listening sessions, etc. for justification. When NewBridge began planning the reopening of our congregate and restaurant meal sites in July of 2021 one of the Monona congregate sites and two of the restaurant sites in the Monona/east Madison area could no longer serve as meal sites due to COVID-19. As a result there are only two sites available for senior meals in this area and meals are only offered four days a week. No other community (nutrition) meal sites exist for older adults in Monona. So we reached out to the Monona Senior Center, who we already contract with to provide case management and home chore services older adults in Monona, and they expressed an interest in being a site for one day a week. The Monona Senior Center has a small

kitchen area attached to the space used for many of their senior activities and a larger kitchen area in another part of the building with an industrial dishwasher. Before COVID, they had gradually increased the number of older adult programs provided and were serving meals to older adults on special occasions. A low-vision group will resume meeting weekly and would benefit greatly from this opportunity. There are other older adults with accessibility issues who attended programs at the Monona Senior Center and would enjoy and appreciate the opening of a meal site.

9. How did the older adult community provide input related to opening this new dining center? (be specific)

A survey was distributed to the 450 Monona residents that receive the Monona Senior Center newsletter and those who attend the other Monona meal sites. Feed back was also solicited on the Monona Senior Center website.

10. How did the nutrition advisory council participate in the decision to open a new dining center? (be specific and attach meeting minutes)

N/A - AAA will attach if approved.

11. Will home delivered meals be packaged and/or distributed at this location? Yes No

If yes, how many each day (on average)? _____

12. What programs/activities and nutrition education opportunities will be held/offered at the dining center?

Low vision support group, men's group, educational speakers and movies will be offered before or after the weekly meal

13. Will participants be required to reserve their meals in advance? If so, by when? Participants will be required to reserve their meals up to two days in advance.

14. Will transportation be available for older adults who cannot drive to the dining center? Is the dining center located on a public transit route? Transportation will be provided by Dane County Human Services for older adults who cannot drive to the center themselves. Dane County contracts with Transit Solutions to provide rides to our dining sites. The dining center is located on a public transit route.

15. How will the new dining center be promoted/advertised to eligible participants? Attach proposed outreach and informational materials if available. The new dining center will be promoted in the Monona Senior Center newsletter and on all their social media outlets. It will also be NewBridge Madison newsletter and website.

16. Suggested meal contribution/donation for participants: \$4.00

17. Will the nutrition program need to pay rent for use of the facility? The nutrition program will not be required to pay rent for use of the Monona Senior Center to provide a weekly meal.

18. Funding that will be allocated to this dining center:

Older Americans Act/Title III (Federal/State): \$ _____ % of C-1 Budget: _____ %

Local: \$ _____ % of C-1 Budget: _____ %

19. Estimated total cost per meal at this dining center (use meal cost tool to calculate): \$9.07

20. Are their sufficient program resources to support and sustain this dining center into the future? Yes

21. Date approved by the board or governing body (please attach meeting minutes): Feb. 2, 2022

Visit the proposed dining center and make note of whether the facility is appropriate for a dining center. Consider using a checklist to determine if the facility is "age-friendly" and make sure to consider the following questions:

22. Is the dining center open to the public and eligible individuals feel welcome to attend and there are no perceived and/or implied barriers to participation?

Yes No

23. How many participants can the dining center accommodate at one time? 80

24. Is the facility free of architectural barriers which limit the participation of older persons and does it comply with American Disability Act (ADA) accessibility standards? If not, explain the plan for meeting requirements, including when requirements will be met. The facility is in compliance with ADA accessibility standards.

Are participants able to easily enter and exit the facility? Are there any stairs? Is there a ramp to accommodate wheelchairs, elevators, etc.? Are doors large enough for wheelchairs and walkers? Participants can easily enter and exit the facility. There are no stairs to get to the dining site and the site is located on the ground level. There is a entrance that adequately accomodates wheelchairs and individuals with walkers have a minimal walk to enter the dining site area.

Are the size and number of restrooms adequate? Can they accommodate wheelchairs and walkers? yes

Does the facility make any accommodations for the blind and/or visually impaired? (e.g. hearing loops, etc.). Are grab bars available in at least one bathroom stall? yes, there are grab bars in the bathroom.

25. Does the facility comply with all applicable state and local health, fire, safety, and sanitation regulations? If not, explain the plan for meeting requirements, including when requirements will be met. The senior center complies with all such regulations and has regular fire inspections.

Are fire extinguishers and other fire suppression systems available? yes

Does the facility comply with applicable regulations as stated in the Wisconsin Food Code? (adequate sinks, dishwashers, equipment, walls, floors, ceilings, storage areas, pest control, etc. if applicable) yes

26. Does the facility have adequate parking? Is sufficient handicap parking available? yes and yes

27. Does the facility have a phone or cell coverage? yes and yes

When available, please share a copy of the written agreement between the nutrition program and the owner of the facility to the AAA for review. Make sure the agreement clearly outlines the responsibilities of the facility and the nutrition program for care and maintenance issues, safety/security procedures, etc.

This information will be included in your county/tribal aging plan as an amendment to the current county/tribal aging plan and submitted to the AAA and BADR for review and approval.

SIGNED: James Ky Date: 11/12/2022
(County/Tribal Nutrition Director)

SIGNED: _____ Date: _____
(County/Tribal Aging Unit Director, if different)

TO BE COMPLETED BY THE AREA AGENCY ON AGING

Approved

Declined

Comments: _____

Printed Name: _____

Signed: _____ Date: _____