

## ***Policy from the Senior Nutrition Program – Operations Manual:***

### ***8.4.7.4 Staff and Volunteers - Under Age 60***

- Nutrition programs may offer meals on a voluntary contribution basis to staff and volunteers under age 60 who provide direct service to the nutrition program. These individuals may be offered a meal if there are sufficient meals available for all eligible participants. The decision to offer meals on a voluntary contribution basis to staff and volunteers under age 60 must be approved by the local commission on aging: AAA Nutrition & Wellness Committee and AAA Board.
- A written procedure will be implemented which describes how and when staff and volunteers under age 60 are eligible to receive meals on a voluntary contribution basis, including details on record-keeping methods. An employing agency may offer meals to staff as a "benefit" of the job; however, federal Title III and NSIP funds (**federal funds**) may not be used to serve meals to staff under age 60. Only the state portion of the nutrition program funds or other non-Title III funds (**Dane County funding or program income such as funds received from billing Managed Care Organizations**) can be used to support these meals.

Details for Nutrition Director:

- Meals served to under-age-60 staff members will not be included in the NSIP meal count.
- Meals served to under-age-60 volunteers will be included in the NSIP meal count.

## Supporting Information:

I am bringing this policy approval forward, as it has not been reviewed since 2004 and a lot has changed with our funding since then. Over the past few years we have gone over budget due to overutilization from COVID, and most recently, due to higher food and transportation costs. This short-fall has been supplemented with ARPA (American Rescue Plan Act) and Dane County funding. In 2023, we used approximately \$320,000 in ARPA funding and had to request an additional \$135,000 in county funding to continue operations. ARPA funding is approximately \$59,000 in 2024 and it goes away after this year.

In 2023 program year, we served 1,235 meals to individuals that were not eligible for the program (known as ineligible meals), which cost \$19,068.40. We only received full-cost payments for 11 of these meals, or \$169.84. The remaining balance was paid by using Dane County levy funding.

### How did this happen?

- Site coordinators didn't follow through on collecting payment for under age 60 meals
  - Many of these meals were for staff at centers that are ineligible and are not direct service providers to the nutrition program, yet they're ordering a meal for free or by donation. This was not allowed in the 2004 policy and there is supporting documentation from 2017 that a reminder was sent about these meals not being allowed. Still, somehow these meals became a grey area over the years and have never stopped. In January 2024, I made it clear that these meals needed to stop immediately. The ineligible meals will be detailed out on the meal policy so all other under age 60 center staff understand they can only participate at full cost.
  - Underage adults (ex: age 58) are coming in to eat and a full cost payment is not being collected. (No assessment completed or fee is not collected before meal is provided.)
- They may have collected a full cost payment, but didn't report it correctly on the monthly report to AAA. It's possible it was reported as a donation.
- Out of 25 nutrition site coordinators, 9 are under age 60 (ineligible meals). Underage coordinator meals totaled 670 meals in 2023 or \$10,344.80. These are paid by using Dane County levy funding.

Who	Ineligible meals	Cost \$
Under age 60 Nutrition Coordinators	670	10,344.80
Under age 60 – Full cost collected	11	169.84
Under age 60 – No funds collected	554	8,553.76
Total	1235	19,068.40

**Volunteers – Any funding (including federal)** can be used to pay for Senior Nutrition Program (SNP) volunteer’s meals, of any age. We also receive a small funding incentive from the Older American’s Act funding for program eligible meals, such as SNP volunteer meals. Offering these meals at the suggested donation rate, is a nice offering for program volunteers. Program volunteers package and deliver meals, serve congregate meals and clean up before and after, etc. One site coordinator at each dining center can’t do it all – the volunteers make this program work!

**Nutrition & Wellness Committee Members**–(Considered volunteers during site reviews)  
*Policy from the Senior Nutrition Program Policy Manual:*

*8.2.7.1 Council Roles and Responsibilities*

Council members will conduct yearly on-site reviews of dining centers in the program, if requested.

Total dining site reviews in 2023: 9 meals

2024: 17 sites yet to be reviewed because they weren’t visited in 2023. Max of 26 site visits/yr, but 50% of the committee is age 60+.

**Dane County AAA Staff– County funded meals under age 60**

*Policies from the Senior Nutrition Program Policy Manual: 8.2.1 Nutrition Program Director and 8.2.3 Nutrition Program Nutritionist*

A full-time nutrition director (**Shannon**) is responsible for the day-to-day management and administrative functions of the program. Each dining center must be monitored annually, by the nutrition director and/or program nutritionist (**Shannon**) to evaluate the provision of nutrition services.

I currently review 26 congregate dining sites each year, but I don’t always eat while I’m there:

Shannon’s meals: 2023 – 3 meals

Claire’s meals: 2023 – 1 meal

**Senior Nutrition Program Staff (nutrition coordinators)–County funded meals under age 60**

Out of 25 nutrition site coordinators, 9 are under age 60 (ineligible meals).

Underage coordinator meals totaled 670 meals in 2023 or \$10,344.80.

**2024 rates:**

Suggested Donation: \$4.50, but please pay only what you can afford

Under Age 60 Full Cost: \$17.20



## DANE COUNTY SENIOR NUTRITION PROGRAM STAFF AND VOLUNTEER MEAL POLICY

Suggested Donation and Under Age 60 Full Cost meal rates may change annually, but will be posted at sites on the Dane County Senior Nutrition Program Meal Cost Poster. These posters are updated at the start of each Senior Nutrition Program year on October 1<sup>st</sup>.

<b><u>ELIGIBLE Title III/Older American Act Meals (OAA)</u></b>	<b><u>Meal Payment</u></b>
Senior Nutrition Program volunteers <u>age 60 or over</u>	Suggested Donation
Senior Nutrition Program volunteers <u>under age 60*</u>	Committee/Board Approval Needed to offer at Suggested Donation rate
Senior Nutrition Program paid staff <u>age 60 or over</u>	Suggested Donation
Nutrition & Wellness Committee Member Volunteers <u>age 60 or over</u> while completing a dining site review	Suggested Donation
Nutrition & Wellness Committee Member Volunteers <u>under age 60</u> while completing a dining site review*	Committee/Board Approval Needed to offer at Suggested Donation rate
<b><u>INELIGIBLE/Non Older American Act (OAA) Meals</u></b>	<b><u>Meal Payment</u></b>
Senior Nutrition Program paid staff <u>under age 60*</u>	Committee/Board Approval Needed to offer at Suggested Donation rate OR Full Cost
Dane County AAA Staff <u>under age 60</u> , while completing a dining site visit or review*	Committee/Board Approval Needed to offer at Suggested Donation rate OR Full Cost
All other <u>under age 60</u> individuals, including other center staff not providing direct service to the Senior Nutrition Program	Under Age 60 Full Cost

\*Under age 60 individuals, staff or volunteers, will not be offered a meal at the suggested donation rate if a wait list is in place.

***Office Use Only:***

All suggested donations collected above can be placed in the donation box, as usual. For ineligible/NOAA meals, the full cost must be collected by the site coordinator before the meal is served and placed in a separate NOAA envelope. This individual must be reported on an NOAA roster in the state database and on the monthly Senior Nutrition Program report under Ineligible Meals. The full cost collected will be reported under Program Reimbursements.