

Seattle TGA Ryan White Program Standards

Food Bank/Home Delivered Meal Services

Approved by the Planning Council 11/26/2018

HRSA Definition: Food bank/home delivered meals refers to the provision of actual food items, hot meals, or a voucher program to purchase food. This also includes provision of non-food items that are limited to the following:

- Personal hygiene products
- Household cleaning supplies
- Water filtration/purification systems in communities where issues of water safety exist.

Program Guidance:

Unallowable costs include household appliances, pet foods, and other non-essential products.

Seattle TGA Definition/Directives:

- Dollars in this sub-priority are for grocery bags, meals, essential household items, and related costs. Meals means: Packaged meals -- both delivered and picked up -- and meals provided in a community setting.
- For food, meals and household item kits all items will be available throughout the TGA.

1.0 General Standards

	STANDARD	MEASURE
1.1	Program adheres to Seattle TGA Ryan White Program General Standards	Part A site visit documents adherence

2.0 Staff & Volunteer Qualifications and Training

	STANDARD	MEASURE
2.1	Staff and volunteers are trained in food safety as appropriate to their function prior to handling food.	Documentation in agency records.
2.2	Staff and on-going volunteers involved in food preparation have Food Handler's Permits within 14 days of start.	Food Handler's Permits in agency records

3.0 Food Safety & Nutritional Quality

	STANDARD	MEASURE
3.1	Food program meets recognized industry standards pertaining to food preparation, proper temperature, safety instruction for equipment operating, storage, menu development, and transportation.	Program passed Public Health and other inspections. When necessary, program has developed and implemented a plan to address findings or recommendations.

3.2	Food program meal menus are reviewed by a Registered Dietitian (RD) or individual with comparable experience.	Documentation in agency records
3.3	Programs have a written policy regarding distributing food past the date stamped on product packaging, as per industry standards.	Policy in agency records
3.4	Program educates clients in a linguistically appropriate manner about the safety of food that they receive when such food has passed the date stamped on product packaging. This occurs at intake and on a semi-annual basis.	Copy of information provided to clients in agency records

4.0 Food Assessment

	STANDARD	MEASURE
4.1	Clients are assessed for dietary and cultural food needs upon enrollment and as requested by client.	Documentation in client record
4.2	Clients are involved in the selection process of their food.	Range of food options exist Client preferences are documented at intake
4.3	Agency annually assesses the population served by the program compared to the population of PLWH in the TGA, and strives to provide options to meet lesser served population's dietary cultural needs.	Documentation in agency records.

5.0 Grocery Vouchers and Essential Household Item Kits

	STANDARD	MEASURE
5.1	Clients are informed of what they are and are not able to purchase with grocery vouchers.	Documentation that client was informed of allowable uses of grocery vouchers
5.2	Household item kits may include items such as (but not limited to): soap, toothpaste, shampoo, deodorant, dishwashing soap, and laundry detergent. Over the counter medications are not included.	Audit of food program

6.0 Nutrition Counseling

	STANDARD	MEASURE
6.1	Nutrition consults will be conducted by, or under the supervision of, an RD or individual with comparable experience.	Initial assessment documented in client record
6.2	A nutrition diagnosis will be identified based on the nutrition assessment using language and guidelines from the Academy of Nutrition and Dietetics Nutrition Care Process.	Nutrition diagnosis documented in client record
6.3	Nutrition intervention will be determined based on the nutrition assessment, diagnosis, and client-focused expected outcomes/goals and will use evidenced-based nutrition guides for practice and protocols.	Interventions documented in client record

6.4	A nutrition plan will be developed by, or under the supervision of, an RD or individual of comparable experience for clients who enroll in nutrition therapy services.	Documentation of nutrition plan in client record
6.5	Nutrition monitoring and evaluation will be conducted to determine the degree to which progress is made toward achieving goals of nutrition care.	Monitoring and evaluation documented in client record
6.6	Counseling provided must follow recommended guidelines based on the current Nutrition Care Process provided by the Academy of Nutrition and Dietetics.	Record reflects current recommendations as outlined in the Academy of Nutrition and Dietetics Evidence Analysis Library

7.0 Nutrition Education Services

	STANDARD	MEASURE
7.1	Nutrition and food education will be provided via practical skill-building encounters by, or under supervision of a Registered Dietitian.	Documentation in client record
7.2	Practical skill-building encounters will consist of one-on-one or group education sessions with the focus of improving basic nutrition knowledge, food preparation techniques, cooking skills, or food safety competency in engaged clients.	Documentation in client record

8.0 Case Closure

	STANDARD	MEASURE
8.1	Please refer to the General Standards wherein the agency follows its case closure policies.	Documentation in client record

Dates Revised:

12/21/07 (Created)
3/21/08
4/1/11
10/13/14
6/26/17
7/24/17
8/28/17
11/26/18