



DEPARTMENT OF AGING

2017

Senior Nutrition Program Menu Policies



Table of Contents

INTRODUCTION..... 3

This content provides background information and resources for AAAs

FEDERAL REQUIREMENTS & RESOURCES

STATE POLICIES & RESOURCES

IMPORTANCE OF FOOD SAFETY

NUTRITION EDUCATION

FOOD SERVICE CATERING PROCUREMENT

MENU POLICIES 7

This content should be included in all catering contract bids

NUTRITIONAL ASSURANCES, NUTRITIONAL OVERSIGHT BY REGISTERED DIETITIAN

MENU PLANNING, POSTING AND RECORD RETENTION

POPULATIONS WITH SPECIFIC MEDICAL NEEDS

ALTERNATIVE DELIVERY METHODS

MEAL PATTERN REQUIREMENTS: MILK/MILK ALTERNATIVES, PROTEIN FOODS, FRUITS & VEGETABLES,
GRAINS/STARCHY VEGETABLES

FOOD PREPARATION TO ENHANCE NUTRIENT DENSITY

FOOD PURCHASING QUALITY STANDARDS: FOOD PURCHASING, FOOD DONATIONS

APPENDICES 19

A: NUTRIENT ANALYSIS MENU APPROVAL FORM

B: MENU PATTERN MENU APPROVAL FORM

C: KEY APPENDICES FROM THE 2015-2020 DIETARY GUIDELINES:

- TABLES OF FOOD SOURCES FOR KEY NUTRIENTS (Potassium, Calcium, Vitamin D, Fiber)
- FOOD SAFETY PRINCIPLES AND GUIDANCE

D: SODIUM AND SATURATED FAT CONTENT OF SELECT PROTEIN FOODS

E: REQUEST FOR CATERING BID REVIEW MEMO

F: FOOD SERVICE CONTRACT TRANSMITTAL FORM

INTRODUCTION

Note: This section is for informational purposes, to provide resources and to ensure AAA communicates sufficiently with MDoA prior to procuring a catering bid

FEDERAL REQUIREMENTS & NATIONAL RESOURCES

The Senior Nutrition Program (SNP) is authorized under Title IIIC of the Older Americans Act. The program provides access to healthy meals, nutrition education and nutrition counseling.

The purpose of the OAA Nutrition Program is to:

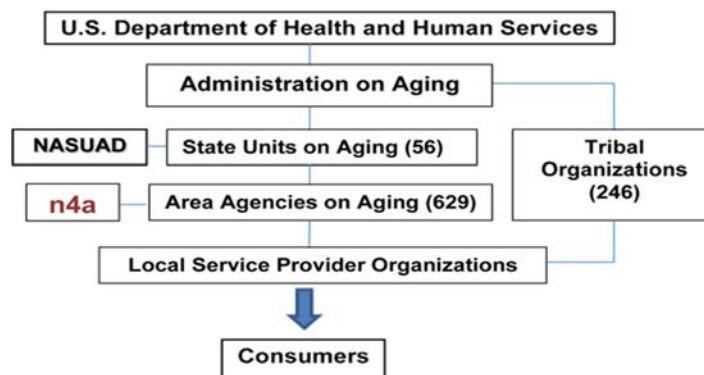
- Reduce hunger and food insecurity among older individuals,
- Promote socialization of older individuals,
- Promote the health and well-being of older individuals, and
- Delay adverse health conditions for older individuals.

The SNP is targeted to adults age 60 and older who are in greatest social and economic need with particular attention to:

- low income older individuals,
- minority older individuals,
- older individuals in rural communities,
- older individuals with limited English proficiency, and
- older individuals at risk of institutional care.

The SNP is funded (in part) by the Administration on Aging (AoA), part of the Administration for Community Living, which administers the Older Americans Act. About 5,000 nutrition service providers together serve over 900,000 meals a day in communities all across the United States. In Maryland, there are 19 Area Agencies on Aging, who serve 2.1 million meals each year to nearly 40,000 individuals statewide. Figure 1 displays the national aging network, including two key associations which partner with aging service providers.

National Aging Services Network



Nutrition Programs are also funded by:

- state and local governments,
- foundations,
- direct payment for services,
- fundraising,
- program participants' voluntary contributions (of time and/or money), and
- other sources.

Resources:

For more information on the purpose of the SNP, please refer to the Older Americans Act Section 330 at http://aoa.acl.gov/AoA_Programs/OAA/oa_full.asp#_Toc153957695.

Key Associations – provide best practices, webinars, conferences and various opportunities for trainings:

- National Association of Nutrition and Aging Services Programs (NANASP) www.nanasp.org
- National Association of Area Agencies on Aging (N4A) www.n4a.org
- National Association of States United for Aging and Disability www.nasud.org
- National Resource Center on Nutrition and Aging www.nutritionandaging.org
- Meals on Wheels Association of America (MOWAA) www.mowaa.org

STATE POLICIES & RESOURCES

Menu standards are developed by each state to sustain and improve Senior Nutrition Program (SNP) participants' health through the provision of safe and nutritious meals using specific menu guidelines. This document sets forth the menu policies for the State of Maryland. Maryland's SNP menu standards are generally updated when the Dietary Guidelines for Americans is revised, and maybe amended at other times, also.

The Maryland Department of Aging issues policies through Aging Program Directives (APDs). In addition, Numbered Memos may be issued which provide technical assistance information, materials to enhance programming, opportunities to participate in workgroups, and etc.

The Maryland SNP menu guidelines shall be incorporated into each AAA's requests for proposals, bid packages, contracts and open solicitations for meals.

Resources:

- Maryland Association of Senior Nutrition Programs (MASNP) – contact MDoA for current President.
- Maryland Association of Senior Centers (MASC) – <http://marylandseniorcenters.com/>
- Dropbox of Maryland SNP shared materials (includes Aging Policy Directives, Numbered Memos, webinars, etc): https://www.dropbox.com/sh/1mdrlr1umx12vpv/_o4K64DrwK

IMPORTANCE OF FOOD SAFETY

Area Agencies on Aging (AAAs) are responsible for food safety oversight and compliance with all health department regulations. Specific responsibility areas are listed in Table 1, AAA Food Safety Responsibilities, below.

Table 1: AAA Food Safety Responsibilities

Nutrition Program Component	Areas of Concern	Examples of AAA Food Safety Oversight and Compliance
Staff	Training, Monitoring HACCP plan design/update	<ul style="list-style-type: none"> • Servsafe or similar formal food safety training. • Develop monitoring forms and regularly review reports, establish recordkeeping schedules. • Create AAA policies and procedures for food safety training and monitoring and ensure HACCP plan is followed. • HACCP plan accurately addresses food handling in nutrition site.
Volunteers	Training, Monitoring	<ul style="list-style-type: none"> • Attend annual, or more frequent, food safety training. • Equipment handling instructions to ensure temperature control. • Ensure hand hygiene can be maintained (gloves,etc).
Nutrition Sites	Monitoring Adequate Staff and Equipment	<ul style="list-style-type: none"> • Review health department inspection reports in a timely manner; follow up if citations exist until issue(s) are resolved. • Annual AAA on-site kitchen inspections. • Purchase adequate equipment to maintain safe food temperatures and ensure hand hygiene can be maintained (gloves,etc). • Provide food and equipment temperature logs and review regularly for issues.
Home Delivery	Monitoring Adequate Staff and Equipment	<ul style="list-style-type: none"> • Purchase adequate equipment to maintain safe food temperatures. • Provide food and equipment temperature logs and review regularly for issues.
Kitchen – own	Training, Monitoring Adequate Staff and Equipment	<ul style="list-style-type: none"> • Timely follow up from health department inspections, if citations exist until issue(s) resolved. • Regular on-site kitchen inspections. • Proactively address concerns regarding unsafe food temperatures, frequent menu substitutions, equipment problems, etc.
Kitchen - caterer	Monitoring	<ul style="list-style-type: none"> • Timely health department inspection report reviews, follow up if citations exist until issue(s) resolved. • Annual AAA on-site kitchen inspections. • Proactively address concerns regarding unsafe food temperatures, unapproved menu substitutions, equipment problems, etc.

NUTRITION EDUCATION

A key goal of the SNP is nutrition education. MDoA establishes minimum nutrition education service units to be offered per participant, and sets standards for what materials qualify as nutrition education. Nutrition education must be overseen by a Registered, Licensed Dietitian or created by a government agency (see list below for examples).

Menus can be an excellent vehicle to relate the beneficial nutrient content of our meals to clients, their families and potential referral sources. AAAs are encouraged produce menu materials that reflect how their menus meet the 2015 Dietary Guidelines by use of graphics, icons and other tools.

Resources

The Dietary Guidelines, scientific research behind the document and original nutrient tables can be found at <http://health.gov/dietaryguidelines/2015.asp>.

“My Plate for Older Adults,” (Tufts University) is an effective nutrition education vehicle for use with the SNP population. The following website contains associated nutrition education materials:
<http://hnrca.tufts.edu/myplate/>

“Choose My Plate,” (US Department of Agriculture) has a wide variety of nutrition education materials, including online programs to track calorie and nutrient intake. <http://www.choosemyplate.gov/>

FOOD SERVICE CATERING PROCUREMENT

APD-07-18 outlined the following processes which must be followed:

VI. Contracts

A. The AAA shall develop written procedures for procuring contracts for all meals in accordance with local procurement practices while adhering to federal regulations.

B. AAAs shall submit to the MDoA for approval all proposed invitations for bids, requests for proposals or other procurement instruments for all nutrition contracts paid for with State or federal funds. This shall be submitted at least 30 days prior to distribution to potential vendors. This provision includes but is not limited to contracts for food service, nutrition service providers and consultants for nutrition services.

C. Final, signed contracts shall be submitted to the State using the Food Service Contract Transmittal Form.

D. The AAA may not use State or federal funds to pay for any executed contract without prior approval from MDoA.

Resources:

To assist with communicating with MDoA regarding your catering bid process, please find the following resources within this document:

APPENDIX E: REQUEST FOR CATERING BID REVIEW MEMO

APPENDIX F: FOOD SERVICE CONTRACT TRANSMITTAL FORM

MENU POLICIES

Note: information in this section must be included in catering bids.

NUTRITION ASSURANCES

Each meal served by the Older Americans Act-funded nutrition services provider must meet the current USDA/HHS Dietary Guidelines and must contain at least 33-1/3 percent of the current Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the National Academy of Science-National Research Council, 66-2/3 if two meals are provided and 100 percent of the DRI if 3 meals are provided per day.

Requirements For Two Meals Daily:

1. Congregate and home delivered meal providers serving two meals per day must furnish a total of two-thirds of the RDA.
2. If the two meals are not served to the same population, **each** meal must meet the requirements for one meal.
3. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are two different populations and each meal must meet the requirements for one meal per day.

Requirements for Three Meals Daily:

1. Congregate and home delivered meal providers serving three meals per day to the same population must provide 100% of the RDA.
2. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are different populations and each meal must meet the requirements for one meal per day.

Nutritional Oversight By Registered Dietitian:

Each AAA is responsible for ensuring that each meal reported as an Older Americans Act meal meets the Maryland Department of Aging (MDoA) Menu Policies requirements. The nutritional value of menus shall be confirmed either by (1) Nutrient Analysis or (2) conformance to the Meal Pattern. It is the AAA/SNPs responsibility to determine whether Nutrient Analysis or Meal Patterns will be utilized to plan a menu and evaluate its nutritional sufficiency. In every case, a planned SNP menu must be reviewed and approved by a Registered Dietitian (RD) who is licensed in the State of Maryland. See Appendix A for Menu Approval Forms.

Weekly limits on food items:

The vast majority of programs currently provide meals no more than five (5) days per week. Menus for meals which are provided to participants six (5) or seven (7) days per week may make adjustments to the weekly limits by incorporating the additional days into the monthly meals.

Example:

1. A 7 day per week program provides 2 additional days per week compared to 5 day/week program.
2. Additional 2 days x 4 weeks/mo = 8 additional days. This is equivalent to one extra week per month.
3. If item is limited to 1/week, then a menu offered 7 days a week can offer that item 5 times in a month.

Nutrient Analysis Tip:

FREE meal-based nutrient calculation is available at – www.supertracker.usda.gov

Catering Contract Tip:

SNPs may require a contractor to have a dietitian on staff to certify their menus.

MENU PLANNING, POSTING AND RECORD RETENTION

Menus must be:

1. Planned in advance for a minimum of one month. Repetition of entrees shall be kept to a minimum. If a cycle menu is utilized, there shall be at least three cycles per year.
2. Certified in writing by a Registered Dietitian as meeting the Maryland Department of Aging Menu Policies.
3. Posted in a conspicuous location in each congregate meal site, or provided to Home Delivered Meal clients, so as to be available to all participants.
4. Adhered to. However, it is known that menus are subject to change with the seasonal availability of food items and unanticipated events. AAA Policy and Procedure manuals must indicate which staff person at the AAA is qualified to approve substitutions.
5. On file, including signed RD Approval Forms and documentation of menu changes made after the RD has approved the menus, for at least three years.

To assure that each participant is offered a meal which meets the minimum nutritional requirements, the first meal served at each nutrition site or portioned for home delivered participants, should be accurately weighed or measured by volume to provide a visual standard of reference for portion size when serving the remainder of meals. Portion control utensils should be used when serving food. Standardized recipes must be implemented to assure consistent nutritional content and adequate portion size of meals.

Program Administration Tip:

Approved menu changes can be written onto the typed menu and retained in your files. Or, consider having a list of substitutions for each month's menus.

Salt substitutes shall not be provided. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.

POPULATIONS WITH MEDICAL NEEDS: THERAPEUTIC DIETS AND LIQUID NUTRITIONAL SUPPLEMENTS

AAAs may offer therapeutic diets where feasible and appropriate to meet the particular health-related dietary needs of its participants; these diets may include meals that are mechanically altered (mechanical soft or puree diets) or which are part of a medical regime (eg, renal (pre-dialysis), bland, carbohydrate restricted, dialysis diets). AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving these meals prior to implementing these meal types. Meals for participants who require therapeutic diets may be offered only when the modified meal can be obtained from a facility where a licensed dietitian-nutritionist provides oversight of the meal preparation.

Liquid nutritional supplements may be provided to participants with limited usage as outlined in below.

1. Conventional meals are highly preferred over liquid nutritional supplements.
2. AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving liquid nutritional supplements, if they are provided.
3. Liquid nutritional supplements may not replace a meal except by a physician's order or emergency/disaster situation if a meal cannot be provided and should be used only in extenuating circumstances.
4. Liquid nutritional supplements are optional, per agency discretion.

Catering Contract Tip:

SNPs may consider requiring a contractor to provide nutrient analysis for review on a periodic basis, for example quarterly, or at the initiation of a contract even if they plan to review menus using a Menu Pattern Approval Form.

MENU PATTERN

A menu may be reviewed and approved by an RD using the Meal Pattern method. This method is typically employed when an RD does not have access to nutrient analysis software, but may also be selected for other reasons, such as ease of use when making substitutions. A menu item (eg, broccoli, chicken) may only count towards meeting one meal pattern component, unless otherwise noted in the MEAL PATTERN REQUIREMENTS section.

AAAs shall decide whether the RD reviewing their menus shall utilize the Standard or Nutrient Analysis method of menu approval.

Careful appraisal of the actual foods purchased and utilized in the preparation of the meals is therefore required in order to adequately determine whether the MDoA Menu Policies will be met by the planned menu. AAAs are therefore encouraged to establish requirements for caterers to provide nutrient analysis and/or require provision of food product labels and nutritional information to the RD. A AAA should, in all cases, have the ability to review any food products prior to their being utilized within the SNP meals.

The Dietary Guidelines recommend moderate sodium (eg, salt) intake, and therefore the MDoA Menu Policies have established maximum sodium content per meal, averaged over a month. To assist SNPs in determining if food products meet the sodium limits, please refer to Chart 1, below, and review the Protein Foods section.

Chart 1: Food and Drug Administration Regulations for Low Sodium Labeling Terminology

Terms	Sodium Amount
“Sodium Free”	Less than 5 milligrams per serving
“Very low sodium”	35 milligrams or less per serving
“Low sodium”	140 milligrams or less per serving
“Reduced Sodium”	Usual sodium level is reduced by 25%
“Unsalted, no-salt-added, or without added salt”	Made without the salt that is normally used, but contains the sodium that is a natural part of the food itself.

AAA MENU AND APPROVALS DOCUMENTATION RETENTION

Required AAA documentation includes:

1. A Menu Approval Form, checked and signed by a Registered Dietitian (RD).
2. The respective menu(s) which correspond to the signed RD approval form.

Program Administration Tip: Keep a file for each year (October 1 – September 30) where you place each menu with its RD approval form attached, so it is ready for review when your program is monitored

Documentation must be maintained on file for a period of no less than 3 years at each AAA providing Title IIIC meals, even if a contractor serves several AAAs and the AAA is not directly responsible for contracting with the Registered Dietitian reviewing the menus.

Each menu type served by a AAA (eg, standard, special meals, emergency meals, cold plates, ethnic meals, etc.) must have separately approved and documented menus, ie, each menu has its own signed Menu Approval Form to verify that every meal type served meets minimum MDoA menu policy requirements. Annual MDoA monitoring reviews will include an audit of menu documentation for the previous 12 month period.

EMERGENCY AND SPECIAL MEALS

All emergency, shelf stable and/or other special meals must meet the same menu requirements as conventional meals.

AAAs are encouraged to provide emergency meals to both congregate and home delivered meals participants, as feasible. Emergency, shelf stable meals are useful throughout the year, as weather emergencies and other significant natural events may occur unexpectedly regardless of season. Emergencies may impair the SNP's ability to deliver meals for a number of days at any time during the year.

Emergency Meals Packaging Requirements:

- The package shall include menus to instruct the clients how to combine the foods to meet the meal requirements.
- If the meal is frozen, heating instructions should be provided.
- Cans are to be easy to open, with pull tabs whenever possible.
- Foods must be labeled with a use by/expiration date.

SNPs may also offer special meals to recognize holidays, birthdays or other occasions and events. These meals tend to feature additional menu items or more expensive foods than the typical meals served.

Catering Contract Tip:

SNPs may indicate the minimum number of items that must be served to make a complete meal, so that participants will be provided meals with sufficient "plate appeal". For example, some SNPs feel that no fewer than 3 items should be served on a participant's plate, in addition to milk/milk product item. This may particularly apply when combination foods eg, lasagna, are served.

MEAL PATTERN REQUIREMENTS

Milk and Milk Alternatives

Requirement: Each meal shall offer 8 ounces of milk, or equivalent milk product, as listed below. (one source per meal; partial servings not permitted)

Milk and Milk Products

- 8 oz of fortified milk, lactose-reduced or buttermilk (fat free or 1%, may be flavored)
- 8 oz calcium-fortified soy/rice/almond milk (fat free or 1%, may be flavored)
- 6 oz of fat free or low fat yogurt (fruited or non-fruited)
- 1/3 cup Nonfat dry milk powder must have serving of water to accompany

Milk Alternatives

If milk/milk products are not preferred as evidenced by documented feedback from the SNP participants or to address food safety concerns, a milk alternative may be provided. Serving sizes may vary, depending on the product used. A milk alternative must contain at least 250 mg calcium per serving as provided to participants.

- 1 ½ oz of cheese
- ½ cup calcium processed tofu
- Calcium fortified, ready to eat cereal
- Powdered calcium-fortified beverage mix; must have serving of water to accompany
- 4 -6 oz of calcium fortified juice
- 3 oz Sardines (with bones)
- Liquid nutritional supplement

Catering Contract Tip: SNPs may require a specific milk/milk alternative, such as low-fat milk, to be served with meals based on client preferences.

Use of milk alternatives to meet other meal component requirements: If a milk alternative is used in a meal, it *may* also count towards another meal pattern component, if it is provided in amounts adequate to meet the minimum serving sizes of the second component. Generally, it is recommended that SNPs avoid this “double counting” to maintain plate appeal for participants and to meet the minimum nutrient requirements for the meal.

Examples:

6 ounces calcium fortified orange juice (250 mg Calcium) = One Milk Alternative and also One Fruit/Vegetable.
3 oz Sardines = One Milk Alternative and also One Protein Food

Religious Preclusion of Milk and Milk Products: If religious requirements preclude the acceptance of a milk or milk alternative, it may be omitted. In such cases, nutrition education which specifically, but not exclusively, includes information on high calcium food and beverage sources, must be provided to participants at least twice per year, and documentation maintained at the AAA. For example, information can be provided to participants regarding additional food and beverage choices they can make at other meals throughout the day to obtain adequate calcium intake.

Protein Foods

Requirement: A meal shall contain at least 3 oz or a minimum of 18 grams of protein in the meat/meat alternative when one meal a day is served. Two-ounce portions containing at least 14 grams of protein per meal may be served when a second or third meal is served daily.

Breading (eg, breaded fish patty) does not count towards meeting the serving size requirement and such breading does not count towards the grain/starch requirement.

One ounce-equivalent protein food includes the following:

- 1 egg
- ½ cup (4 oz) legumes (beans and lentils)*
- 1 ounce cooked meat, fish, poultry
- 1 oz cheese
- 2 tablespoons peanut butter
- 1/3 cup nuts
- ¼ cup cottage cheese
- ¼ cup raw, firm tofu

Note: a 3 oz. serving of meat is the size of a deck of cards.

*Dried beans and lentils are in both the Protein Foods and the Grains/Starches group, however, can count as only one group in a meal. Legume dishes include: lima, kidney, black-eyed or split peas, navy, black, pinto or garbanzo beans, lentils, and soybeans.

To assist with planning meals which do not exceed the 10% saturated fat limit, ground red meat may be served no more than:

- 1 time or 3 ounces cooked product per week when serving 1 meal per day
- 2 servings or 6 ounces cooked product per week when serving 2 meals per day
- 3 servings or 9 ounces cooked product per week when serving 3 meals per day

Examples of ground red meat are ground beef and pork. Menu planners may wish to consider adding ground poultry (chicken or turkey) to ground red meat in order to increase or maintain the number of times participants are served ground meat dishes.

Three ounces of seafood is recommended to be served once a week for one meal per day, 5 ounces for two meals per day, and 8 ounces for three meals per day. Seafood includes fish (including “imitation crab” made from fish meat) and shellfish (eg, shrimp, oysters, crab).

Meeting the Sodium Requirements for the Meal when planning the Entrée

Typically, the entrée contributes the majority of the sodium in a meal and can also be the most variable in sodium content, depending on the Protein Food selected as well as any sauces, gravies and other seasonings which may be added.

The following tool is provided for programs which utilize the meal pattern method, as this process does not determine the exact nutrient content of each meal:

To meet the 1,400 mg level

The sodium in the Protein Food should not exceed 1,000 mg per serving. High sodium foods (e.g. processed cheese, hot dogs, sausage, bacon, ham, cold cuts, etc) are not recommended, unless replaced with a low-sodium version, more than:

- Twice per week for 1 meal per day
- Four times per week for 2 meals per day
- Six times per week for 3 meals per day

Fruits and Vegetables

Requirement: Four ounces (drained weight) of vegetables or fruits, per serving, must be included in any stew, soup, casserole, gelatin or other combination dish if serving a vegetable/fruit in the menu plan.

“Standard Meal Pattern” requirements for Fruit/Vegetable:

Fruit and Vegetable	1 meal per day	2 meals per day	3 meals per day
(Vitamin A & C servings can be met by either Fruit/Vegetables or Starchy Vegetables)	2 rich or 4 fair Vitamin A servings per week	4 rich or 8 fair Vitamin A servings per week	6 rich or 12 fair Vitamin A servings per week
	1 rich or 2 fair Vitamin C servings daily	2 rich or 4 fair Vitamin C servings daily	3 rich or 6 fair Vitamin C servings daily

Vegetables and fruits are an important parts of the SNP meal. They not only enhance its flavor and appeal but also its nutritional quality. Lightly cooked and uncooked fruits and vegetables retain more of their natural nutrient and fiber content. Fresh fruits and vegetables should be purchased in season when they are abundant and most economical. Use of canned vegetables is discouraged due to added sodium in these products.

The physiological needs of seniors, however, must be considered when selecting and preparing vegetables. Chewing raw or lightly cooked items may be too difficult for some, especially those with dental problems.

Vegetables and fruits are generally good sources of fiber, low in fat, and are often the main sources of vitamins A and C and folic acid.

1. Fruit

A serving of fruit is generally:

- ½ cup cooked, frozen or canned, drained fruit (eg, apple, pear, banana, etc)
- ½ cup 100% fruit juice
- 1/3 cup cranberry juice
- ¼ cup dried fruit
- 15 grapes

Fresh, frozen or canned fruit must be packed in its own juice or water. All juices must be 100% juice.

Fresh fruit may be cut, sliced or peeled for easy manipulation by the client.

Vegetables

A serving of vegetables is:

- ½ cup cooked, drained fresh, frozen, canned or raw vegetable (eg, green beans, peas, etc)
- 1 cup raw leafy greens and shall consist of at least 3 different vegetable greens
- ½ cup tomato juice*
- ½ cup 100% vegetable juice*

* low sodium versions may be necessary to meet the sodium limits per meal.

Lettuce and tomato served as a garnish or on a sandwich is a condiment and does not count as a serving of vegetables.

Note: Potatoes, corn and dried beans, split peas and lentils are counted a serving from the Grains/Starchy Vegetable Group (see listing on following page).

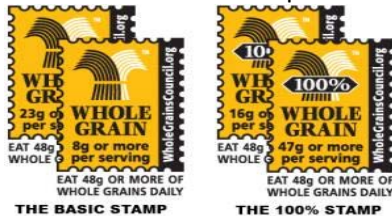
D. Grains/Starchy Vegetables

Requirement: 2 servings for one meal per day, 4 servings for two meals per day, and 6 servings for three meals per day. Whole grains (whole wheat, oats, brown rice, wild rice, popcorn, whole rye, and whole grain multi-grains) must be served at least:

- 3 times per week for 1 meal per day
- 6 times per week for 2 meals per day
- 9 times per week for 3 meals per day

Dried beans and lentils are in both the Protein Food and the Grains/Starchy Vegetable group, however, can count as only one group in a meal. Legume dishes include: dried beans, split or black-eye peas and lentils such as lima, kidney, navy, black, pinto or garbanzo beans, lentils, and soybeans. Legumes must be served at least:

- 1 time per week for 1 meal per day
- 2 times per week for 2 or 3 meals per day



Catering Contract Tip:

SNPs may consider requiring at least 2 seasonal fruits and/or vegetables per week, providing a list of examples for each season.

When selecting whole grain breads and other grain products, choose ones that include the word “whole” as part of the first item on the ingredient list, such as “whole grain” or “whole wheat.” Another way of ensuring a whole grain product is to look for the “Whole Grain Stamp” (<http://www.wholegrainscouncil.org/>). The “**100% Stamp**” indicates that the food contains a full serving of whole grain whereas the “**Basic Whole Grain Stamp**” appears on products containing at least half a serving of whole grain per labeled serving.

Serving sizes for Grains:

1 slice (1 oz) bread	1 biscuit, 2.5" diameter
½ cup cooked pasta, rice, noodles	1 waffle, 4-5" diameter
1 ounce ready-to-eat cereal	1 slice French toast
1 small (2 oz) muffin	½ English muffin
2" cube cornbread	4-6 crackers (1 oz)
1 tortilla, 6" diameter	1 pancake, 4" diameter
½ bagel, 3-4" diameter	½ large hotdog/hamburger bun, 1 oz
1 small sandwich bun	½ cup bread dressing/stuffing
½ cup cooked cereal	

Serving size for Starchy Vegetables:

A serving is ½ cup.

Starchy Vegetables include:

Potatoes	Lima, Kidney, Garbanzo, Black and Pinto beans
Sweet potatoes	Lentils
Corn	Black-eyed peas
Yams	Split peas
Plantains	Soybeans

E. Vitamin A and Vitamin C Requirements

Vitamin A Requirements

1. When the meal pattern is followed, Vitamin A rich foods must be served 2 to 3 times per week for one meal per day.
2. When serving 2 meals per day, vitamin A rich foods must be served 4 to 6 times per week.
3. One rich source or two fair servings may be used to meet the requirements.
4. One serving of carrots or sweet potatoes/yams is equivalent to 3 servings of vitamin A rich sources.

Vitamin A Food Sources

Rich sources:

Apricots	Kale
Cantaloupe	Mango
Carrots	Spinach
Collard greens	Turnip greens, other dark green leaves
	Winter squash (Hubbard, Butternut)

Fair sources:

Tomato Sauce	Broccoli
Vegetable Juice	Pumpkin

Vitamin C Requirements

1. For each meal, vitamin C may be provided as one serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.
2. When serving one meal per day, 1 rich or 2 fair sources must be served.
3. When serving 2 meals per day, 2 rich or 4 fair servings must be served
4. When serving 3 meals per day, 3 rich or 6 fair sources must be served.
5. Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
6. Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, except cranberry juice.

Vitamin C Food Sources

Rich sources:

Broccoli	Brussels sprouts
Cantaloupe	Mandarin oranges
Cauliflower	Fruit juices, fortified with Vitamin C
Kale	
Mango	Citrus or citrus juice (Orange, grapefruit)
Strawberries	Sweet red pepper
Green pepper	Sweet potatoes/yams
Honeydew melon	Tangerine

Fair sources:

Asparagus	Spinach
Cabbage	Tomatoes, tomato juice or sauce
Collard greens	Turnip greens
Mustard greens	Vegetable juice
Pineapple	Watermelon
Potatoes	

Note: If a food item served is both a good/fair source of Vitamin A and Vitamin C, it may count towards meeting the requirements for both Vitamin A and Vitamin C.

ENHANCING NUTRIENT VALUE

- Puree vegetables for sauces. Add pureed carrots and spinach.
- Add pureed carrots or squash for a healthier yet customarily orange cheese sauce to top macaroni noodles.
- Mix shredded vegetables into ground meat. North Carolina State University suggests adding grated or chopped vegetables such as carrots, sweet peppers and onions to meatloaf. In fact, you can add them to any ground meat dish such as hamburgers, sloppy Joes or meatballs. Use a food processor or blender to cut the vegetables as finely as possible.
- Bake vegetables in desserts or non-yeast breads. For carrot cake, pumpkin muffins and zucchini bread, add ½ cup fruit puree to recipes yielding 4 servings.

Adding vegetables to foods:

Cauliflower puree

Banana Bread
Mashed Potatoes
Chicken salad
Mac n Cheese
Tuna Salad
Potato Soup
Lasagna

Avocado Puree

Chocolate Pudding
Chocolate Cake

Broccoli Puree

Beef Stew (puree in gravy)
Gingerbread Spice Cake

Beet Puree

Chocolate Cake

Butternut Squash Puree

Coffee Cake
Mac n Cheese
Meatballs
Sloppy Joes
Tacos

Carrot Puree

Meatloaf
Spaghetti Sauce
Potato Soup
Tacos
Chili
Brownies

Navy Bean Puree

Mac n Cheese

Spinach Puree

Brownies

Sweet Potato Puree

Pancakes
Lasagna
Sloppy Joes
Tacos

Black Bean Puree

Brownies
Burgers

How to prepare pureed vegetables:

Wash and dry. (or use canned or frozen) Cook vegetables. To cook: steam, roast or microwave. Put in food processor until smooth and creamy. You may need to add teaspoon of water to make creamy. Let cool, and package. Puree vegetables can stored in refrigerator for 2-3 days or frozen for later use.

QUALITY STANDARDS

Food Purchasing Standards

- Ground Beef - IMP Specifications #136. USDA Standard or better, not exceeding 20% fat, with no soy additives. Commercially prepared ground beef products (beef patties, meatballs, etc.) which contain soy additives and other fillers will be considered individually by the AAA dietitian on the basis of flavor and texture, only if the proposed serving contains at least 18 grams of protein
- Beef – No. 1 or USDA Choice cut to IMPS Specifications.
- Meat - Graded for wholesomeness and quality by USDA. Texturized Vegetable Protein (TVP) may be incorporated in recipes with a maximum ratio of 30% TVP to 70% meat. Ground Beef - USDA Utility not to exceed 18% - 22% fat.
- Poultry - USDA Grade A. No comminuted processed chicken or turkey roll may be used. When chicken parts are served, all meals shall contain like parts; i.e., boneless chicken thighs; all legs or all breasts.
- Eggs - USDA Grade A, large fresh or pasteurized
- Fresh Fruits and Vegetables - USDA No 1.
- Canned Fruits, Vegetables, and Juices - USDA Grade A. Canned Fruits shall be packed only in their natural juices (without added sugar). All juices must be 100% juice.
- Frozen Fruits, Vegetables, and Juices - USDA Grade A.

- Milk: USDA Grade A, pasteurized 1% Milk fortified with 400 IU Vitamin D per quart.
- Cheese - USDA Grade A; No cheese substitute or imitation cheese permitted.

Food Donation Standards

Donations of food items may be prepared and served as part of SNP meal if they are safe, wholesome and able to be used as human food.

MAY ACCEPT

- Dried goods, (e.g., sugar, flour, etc);
- Food products that do not require refrigeration;
- Whole, fresh fruit;
- Whole, fresh vegetables;
- Baked goods (not cream-meat-filled);
- (Unopened) commercially packaged or canned foods in sound condition; and
- Commercially purchased, sealed, condiments in unopened containers (e.g., salt, sugar, ketchup, relish, mustard, jams and jellies).

MAY NOT ACCEPT

- Leftover food from a participant's table;
- Foods from home gardens or non-commercial kitchens;
- Swollen, leaking, rusty, severely dented food containers;
- Unpasteurized dairy products;
- Spoiled foods;
- Processed potentially hazardous foods prepared in a private home;
- Home-canned foods of any kind;
- Potentially hazardous foods that have not been stored/maintained at a temperature below 41°F or above 135°F;
- Food without a label, or with a label that indicates it is past expiration or "use by" date;
- Physically or chemically contaminated foods;
- Ungraded shell eggs;
- Custom processed meats or poultry or wild game; and
- Distressed foods damaged by fire, flood, or accident

APPENDIX A:

NUTRIENT ANALYSIS MENU APPROVAL FORM

APPENDIX B:

MENU PATTERN MENU APPROVAL FORM

APPENDIX C:

KEY APPENDICES FROM THE 2015-2020 DIETARY GUIDELINES:

- **TABLES OF FOOD SOURCES FOR KEY NUTRIENTS
(Potassium, Calcium, Vitamin D, Fiber)**
- **FOOD SAFETY PRINCIPLES AND GUIDANCE**

Appendix D: Sodium and Saturated Fat Content of Select Protein Foods

Protein Food	Portion for 7 grams protein or 1 oz serving	Sodium in 1 oz (mg)	Sodium in 3 oz serving (mg)
Beans, baked	½ cup	576	1,728
Beans, canned	½ cup	200	600
Beef, fresh	1 oz	30	90
Cheese, processed	1 ½ oz	530	1,350
Cheese, natural	1 ½ oz	264	792
Cheese, cottage	¼ cup	229	687
Egg	1	140	420
Fish, breaded, baked	1 oz	150	450
Fish, canned	1 oz	116	348
Fish, frozen	1 oz	111	333
Hot Dogs, beef	1 oz	319	957
Nuts, unsalted	1/3 cup	12	36
Peanut butter	2 Tablespoons	147	440
Pork, fresh	1 oz	62	186
Pork, ham	1 oz	340	1,020
Pork, sausage	1 oz	210	630
Poultry, baked	1 oz	90	270
Poultry, deli meat	1 oz	288	864
Poultry salad	1 oz	85	340
Tofu, firm	¼ cup	9	27

Ground Meat Product Analysis for Cooked Entrees

Source: Sysco

Product	Amount Cooked	Protein	Sat. Fat grams	% DV Sat Fat
Ground Chuck 80/20	3 oz	22 gm	8.5 gm	40.5 %
Beef patty 80/20 and Salisbury Steak	3 oz	21 gm	7.2 gm	36%
Meat Balls Beef and pork	4 meatballs	17.3 gm	10.7 gm	47%
Meat Loaf with TVP	3 oz	17 gm	4 gm	20%
Ground Turkey 85/15	3 oz	20 gm	4 gm	20%
Turkey Burger	3 oz	22 gm	2.4 gm	12%
Turkey Sausage	1 oz	7 gm	2.5 gm	13%
Pork Sausage	1 oz	6 gm	6 gm	30 %

APPENDIX E:

REQUEST FOR CATERING BID REVIEW

MEMORANDUM

TO: MDoA Nutrition Program Manager

From: _____

Subject: Request For Catering Bid Review

Date: _____

Due Date for MDoA Review: _____ (please allow at least 2 weeks)

Per APD-07-18, please find attached our AAA's catering bid DRAFT document for the following services:

___ Congregate Meals

___ Home Delivered Meals

___ Both Congregate and Home Delivered Meals

___ Other: (please specify) _____

Please be aware of these issues: (eg, concurrent reviews, etc)

Once reviewed for sufficiency of meeting menu policy requirements, please return comments and/or MDoA approval to:

Name: _____

Email: _____

*(Please electronically send this completed form along with an
editable version of the contract bid document)*

APPENDIX F:

FOOD SERVICE CONTRACT TRANSMITTAL FORM

**MARYLAND DEPARTMENT OF AGING
FOOD SERVICE CONTRACT TRANSMITTAL FORM**

AREA AGENCY ON AGING: _____

NUTRITION PROGRAM DIRECTOR: _____

ADDRESS: _____

PHONE: _____

EVIDENCE OF COMPETITIVE BID PROCESS

Companies solicited for bids

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Newspapers and electronic methods in which bid was advertised

Companies submitting bids. Indicate if minority operated.

<u>COMPANY</u>	<u>MEAL TYPE</u>	<u>NO. OF MEALS</u>	<u>BID PRICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Evidence of impartiality of the evaluation process

List members of evaluation panel

DATE BIDS OPENED: _____

NAME OF CATERER SELECTED: _____

ADDRESS: _____ PHONE: _____

REASON FOR SELECTING CATERER: _____

CONTRACT BEGINS: _____

CONTRACT ENDS: _____

TERMS:

Type _____ No. of Meals _____ at \$ _____ per meal

Type _____ No. of Meals _____ at \$ _____ per meal

Type _____ No. of Meals _____ at \$ _____ per meal

BREAKDOWN OF BID PRICE:

Food	_____	Management Fee	_____
Disposable	_____	Support Services	_____
Transportation	_____	Overhead	_____
Labor	_____		

COMMENTS: Note any problems with contact award. Was award contested? Other comments:

I certify that the food service procurement process conforms to applicable laws and regulations at the local level.

Signature of Procurement Officer

Date

Signature of Nutrition Program Director

Date

Signature of Area Agency on Aging Director

Date