

Area Agency on Aging District 7, Inc.
NUTRITION SERVICE PROGRAMS
Policy and Procedures

Policy Name: Congregate Meal Site Location

Created: 10/15/1997

Policy #: MSP-004

Revised: 03/20/2015

Reference: AAA7 OAA Title III-C Contract, Section XXVIII(A)

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Policy: AAA7 will make final determination of any site openings, closings or relocations. AAA7 requires documentation that each site is located in an area of high concentration of targeted persons.

Procedures:

- 1) Provider will present AAA7 with written notification of any proposed site openings, closings, or relocations at least thirty (30) days prior to target date. Written notification will include:
 - a) Rationale for proposed change
 - b) Possible locations and merits of each
 - c) Recommendations for selection
- 2) AAA7 will assess provider's recommendations using the following criteria:
 - a) Proximity to target population
 - b) Preference given to community facilities
 - c) Overhead costs
 - d) Transportation feasibility
 - e) Available alternatives
- 3) AAA7 will notify provider of final decision, stating reason for same.
- 4) Provider will, upon receiving final notification from AAA7, make individual contact with congregate participants notifying them of the decision and providing alternative arrangements, as feasible.