

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

**Policy Name:** Frozen Meal Preparation and Labeling

**Created:** 11/22/2010

**Policy #:** MSP-006

**Revised:** 03/20/2015

**Reference:** Rule 173-39-02.14 (2)(a)(ii)

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**Policy:** AAA7 nutrition providers will have the opportunity to either purchase frozen meals for consumers or self-produce frozen meals.

**Procedures:**

1. Nutrition providers will have the ability to self-produce frozen meals for home-delivered meal consumers provided they have a blast freezer on site.
2. Providers shall maintain appropriate licenses and demonstrate compliance with local health department inspections and Ohio Department of Agriculture inspections.
3. Providers shall maintain documentation that demonstrates that all meals prepared comply with sections 918.01 to 918.31 of the Revised Code and Chapter 3717-1 of the Administrative Code, which is also known as "The State of Ohio Uniform Safety Food Code".
4. Providers will utilize menus developed by the AAA7 Registered Dietitian for self-produced frozen meals.
5. If Providers elect to purchase frozen meals, the AAA7 Registered Dietitian must review the meal content to assure the minimum requirements are being met. Providers must provide the following information to the Registered Dietitian and obtain written approval that the meals are authorized:
  - 1) Name of vendor
  - 2) Menu and nutritional content of meals to be purchased
6. All frozen meals be will be labeled, using a font large enough for ease of reading, with the following information:
  - 1) "Packed" date
  - 2) Instructions for reheating and use
7. AAA7 will monitor adherence to this policy during visits to the provider by the Registered Dietitian.