**ASCOG Senior Nutrition Site Donation Policy**

* All participant contributions are voluntary.
* All contributions to the senior nutrition program are used to supplement the cost of the meals. These contributions allow us to expand the number of meals we serve.
* Currently, the full cost of the meal is $\_\_.\_\_\_\_\_.
* **Guests under 60 years of age are required to pay the full cost of the meal, which is listed above.**
* Eligible participants who have household incomes at 185% of the poverty guidelines are encouraged to pay the full cost of the meal. A list of these guidelines can be made available to you upon request. All contributions are voluntary and private. No one is required to provide a donation, no matter their income.
* **The minimum suggested donation is $\_\_.\_\_\_\_** for seniors over 60 (and other qualified participants). All contributions are voluntary and private.
* If you ever feel coerced into contributing, or not contributing, to either the nutrition program or the independent senior center, please contact ASCOG AAA at 580.736.7972.
* You may also contact ASCOG AAA at 580.736.7972 to report any fraud or abuse at the site.
* For any questions on the contribution policy, please contact Ken Jones at 580-736-7972 (toll free 800.658.1466 ext. 244).

Thank you for supporting your Nutrition Site!

Revised August 20, 2015.

As of July 1, 2015, ASCOG Area Agency on Aging is the reporting contact for all nutrition education provided at Title III Nutrition Sites.

Every month, ASCOG will mail each site a packet of materials. The nutrition education material will be included in each monthly packet. The Nutrition Education materials are provided to ASCOG by a registered dietician.

The monthly packet will also include a nutrition education roster (sign-in sheet) for each site.

In accordance with ASCOG Policy “Nutrition Education” state policy OAC 340:105-10-74, congregate and home delivered meal programs will “provide formal nutrition education to project participants…Nutrition education is registered dietician (RD) approved and [provided]…at least once per month…to congregate and home delivered meal participants.”

Site managers should present the nutrition education material to the congregate and home-delivered meal participants at each site. All participants receiving a formal presentation of nutrition education should sign in on the nutrition education sign in sheet provided by ASCOG. No later than the last working day of each month, the site manager will mail, fax or email the sign-in sheets to ASCOG as listed below.

* Attn: ASCOG AAA Planner
* Re: Nutrition Education for (Your Site Name) Nutrition Site
* Fax to 580.252.6170
* Email to [jone\_ke@ascog.org](mailto:jone_ke@ascog.org)
* USPS to PO Box 1647, Duncan OK 73534-1647
* Due no later than the last working day each month.
* Call 580.736.7972 if you have any questions.

Modified 8/17/15

**Political and sales activities in Title III projects [OAC 340:105-10-53]**

(1) Title III program activities may not endorse or oppose a candidate, solicit campaign funds or include any activity designed to influence the results of a partisan election;

(2) Title III program participants may not be required to participate in any political or sales activities conducted at or through the project site;

(3) Sales or political activities may not be conducted during the serving or eating of meals, nor at a minimum of 30 minutes prior to the start of the meal service to 30 minutes following the completion of the meal service. . ~~The protected time for meals shall be from one to one and one-half hours depending on the number of meal participants;~~

(4) Political materials may be distributed at Title III project sites by/for a candidate for elective office provided this does not occur during the times listed in (3) above;

(5) Formal or group presentations on behalf of a candidate/issue shall be permitted only if all candidates are offered equal opportunity and time, and/or if all sides of an issue are presented; and

(6) Program participants and advisory council members shall have input into the development of sales activities guidelines as well as any additional restrictions on political activities, as appropriate. Salespersons shall be denied access to the project site if the participants do not wish to have the activity or, if there is reasonable evidence (as judged by the project management) that the salesperson and/or product may exploit or cause harm to the participants.

* 1. **ASCOG Title III Donation Collection Procedures for Nutrition Sites**

Revised 08/17/2015

Relevant Policies.

**General Title III service standards [OAC 340:105-10-51]**

**Outreach service assessment [OAC 340-105-10-59]**

**Congregate meals service eligibility [OAC 340:105-10-69]**

**Congregate meals service facilities [OAC 340:105-10-71]**

Procedures.

Donations:

* (1) are collected daily in a locked donation box at each site.
* (2) are counted daily by two participants, and the amount is written on a designated donation sheet and daily cash count sheet, along with the signatures of the participants who counted it.
* (3) are given to the site manager, who deposits the donations in the local bank. The donation sheet, cash count sheets, and deposit slips are kept by the site manager until the end of the month, when they are forwarded to the project’s accounting office. All deposit slips should list the name of the site. Original hand-written and printed bank deposits should be forwarded with donation sheets and cash count sheets.
* (4) are deposited daily in most instances, or less often depending on the amount of the deposit or the distance to the bank. Deposits under $4.00 may be held overnight, and banks with a distance of ten miles or more do not require a daily delivery. In all instances, deposits must be made at least once a week.
* (5) must be deposited by the last day of the month in which they were contributed. No deposits should be held until the next month. In the case of a holiday or site closure, deposits should be made on the last working day before the closure.

Procedures for entering units of nutrition education into AIM.

When a nutrition education sign-in sheet is received from a site, do the following.

In AIM, select screens/roster service entry/

Find “ned/(two-digit county code)/site name/nutrition education” making sure to select the one with activity code=ASCOG AAA.

County codes are:

* 08 = Caddo
* 16 = Comanche
* 17 = Cotton
* 26 = Grady
* 34 = Jefferson
* 44 = McClain
* 69 = Stephens
* 71 = Tillman

Select the correct service date then click “autofill.”

Select the unit next to the appropriate name and enter “1” enter.

Repeat for all participants.

Make a mark next to participant names that are illegible or not found.

When completed, click save.

Go to OKC101 report for con or hdm for same site to assist in finding illegible names or names not found.

Then, for those names with a mark, select screens/clients/service.

If "no rows" warning pops up, click yes.

Click insert.

Find participant name.

Click OK

Check for correct date.

Click OK

If a name is illegible:

* Click save and close.
* Open OKC101 report for CON or HDM for respective site.
* Check sign-in sheet for matching first name if legible.
* If name is found, write clearly on sign-in sheet and then go back to top of instructions and continue entering units.

Click save when done entering all participants at a site.

Check OKN509 report for month of service to ensure all units were entered.

Go to screens/roster by activity, choose corresponding activity, click autoselect/ok/ok.

Scan sign-in sheet into port.

File in site file.

1. MaddieLuke provides an in home assessment to determine participant’s homebound status
2. MaddieLuke notates participant’s homebound status via policy definition of homebound (requires the assistance of another person to leave the home per state policy 340:105-10-83)
3. MaddieLuke sufficiently documents participant statements and assessor observations to support homebound determination
4. MaddieLuke refers the participant for home delivered meals through AIM and notates participant’s homebound status in the referral screen (“eligible according to state policy” or “not eligible but requests services anyway”)
5. Nutrition project receives the referral via AIM (Delta) or via notification from ASCOG Planner (independent sites)
6. Nutrition project reviews assessment

**If the nutrition project agrees with the homebound eligibility determination, services begin immediately.**

**If the nutrition project does not agree with the homebound eligibility determination, the following steps must be taken by the nutrition project:**

1. Notify the participant via letter that they have been determined ineligible for home delivered meals and specify why they have been determined ineligible (distance to site, outside of service area, etc….) and include a copy of the project’s grievance policy
2. Send a copy of the letter to ASCOG via email or fax
3. Nutrition project must then complete their own assessment to enter into AIM to update the participant’s status. MaddieLuke’s original assessment cannot be altered by the nutrition projects in AIM or on the paper assessment itself.