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| --- | --- |
| Assessment Date |  |
| Assessment Time |  |
| Name of Site |  |
| Address |  |
| Site Manager Name |  |
| Email Address |  |
| Name of Assessor | Cathy Crockett, AAA Planner, 580.736.7978 |

IN=in compliance OT=not in compliance NO=not observed NA=not applicable CDA=corrected on-site during assessment R=repeat violation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| R# | IN | OT | NO | NA | OAA Policy Factors | CDA | R |
|  **Monitoring and Evaluation of Title III Projects [OAC 340:105-10-43]** |
| 1 |  |  |  |  | Are signs posted to show compliance with the Josephine Mead Anti-Hunger Act? |  |  |
| **General Title III service standards [OAC 340:105-10-51]** |
| 2 |  |  |  |  | Written contribution schedule available |  |  |
| 3 |  |  |  |  | Contribution signs posted |  |  |
| 4 |  |  |  |  | Sign-in sheet separate from donation box |  |  |
| 5 |  |  |  |  | Donation box located for privacy |  |  |
| 6 |  |  |  |  | Contribution schedule approved by advisory council in minutes |  |  |
| 7 |  |  |  |  | Food stamp sign posted |  |  |
| 8 |  |  |  |  | Contributions counted by two volunteers and deposits made by site manager |  |  |
| 9 |  |  |  |  | No firearms sign posted  |  |  |
| **Political and sales activities in Title III projects [OAC 340:105-10-53]** |
| 10 |  |  |  |  | Projects cannot endorse candidates or political parties, or influence elections |  |  |
| 11 |  |  |  |  | Participants not required to participate in sales or political activities |  |  |
| 12 |  |  |  |  | Political and sales activities prohibited during meal |  |  |
| **Congregate meals service standards [OAC 340:105-10-68]** |
| 13 |  |  |  |  | Serves at least 25 meals per day including CON and HDM |  |  |
| 14 |  |  |  |  | Serves lunch five days per week, 250 days per year |  |  |
| **Congregate meals service eligibility [OAC 340:105-10-69]** |
| 15 |  |  |  |  | Reservation system followed |  |  |
| 16 |  |  |  |  | Guests and staff under 60 pay full price (see receipt book) |  |  |
| 17 |  |  |  |  | Staff and guests under 60 served after participants |  |  |
| 18 |  |  |  |  | Volunteers sign-in and complete meal-related volunteer work |  |  |
| **Congregate meals service assessment [OAC 340:105-10-70]** |
| 19 |  |  |  |  | Random sampling of 5-10 assessment show complete intake/updates |  |  |
| 20 |  |  |  |  | Appropriate referrals made |  |  |
| 21 |  |  |  |  | Updates completed at least annually |  |  |
| **Congregate meals service facilities [OAC 340:105-10-71]** |
| 22 |  |  |  |  | Health Department Inspection completed annually |  |  |
| 23 |  |  |  |  | Health Department findings corrected |  |  |
| 24 |  |  |  |  | Fire and Safety inspection completed by local fire marshal annually |  |  |
| 25 |  |  |  |  | Fire and Safety inspection findings corrected |  |  |
| 26 |  |  |  |  | Smoke free signs posted |  |  |
| 27 |  |  |  |  | Route to access services without use of stairs |  |  |
| 28 |  |  |  |  | Adequate number of ADA parking spaces provided |  |  |
| 29 |  |  |  |  | At least one van accessible parking space |  |  |
| 30 |  |  |  |  | Accessible parking spaces have ADA approved sign  |  |  |
| 31 |  |  |  |  | Van accessible space has van accessible sign |  |  |
| R# | IN | OT | NO | NA | OAA Policy Factors | CDA | R |
| **Congregate meals service facilities [OAC 340:105-10-71] continued** |
| 32 |  |  |  |  | Route to front door at least 36 inches wide |  |  |
| 33 |  |  |  |  | Ramps no steeper than 1:12 (for every inch of height, 12 inches of running space) |  |  |
| 34 |  |  |  |  | Ramp at least 36 inches wide |  |  |
| 35 |  |  |  |  | Ramps higher than six inches have handrails on each side |  |  |
| 36 |  |  |  |  | Handrails 34-38 inches high |  |  |
| 37 |  |  |  |  | Pull side of door has 18 inches clearance |  |  |
| 38 |  |  |  |  | Door handle easy open and ADA accessible |  |  |
| 39 |  |  |  |  | ADA access to all public spaces |  |  |
| 40 |  |  |  |  | Routes at least 36 inches wide |  |  |
| 41 |  |  |  |  | Objects on wall protrude no more than 4 inches or are cane detectable |  |  |
| 42 |  |  |  |  | Dining room tables allow for wheelchair seating with 36 inch path |  |  |
| 43 |  |  |  |  | Permanent rooms such as restrooms are marked with Braille and ADA  |  |  |
| 44 |  |  |  |  | Restroom door and stall door handles easy to open and ADA  |  |  |
| 45 |  |  |  |  | Doors at least 32 inches wide |  |  |
| 46 |  |  |  |  | At least one ADA stall with wide access and grab bars |  |  |
| 47 |  |  |  |  | Sink at correct ADA height and handles easy to use without grip |  |  |
| 48 |  |  |  |  | Lavatory allows space for wheelchair to pull up underneath |  |  |
| 49 |  |  |  |  | Paper towel dispenser, mirror and other services at wheelchair height |  |  |
| 50 |  |  |  |  | Other services such as water fountains ADA accessible |  |  |
| 51 |  |  |  |  | Dining room separate from kitchen at cooking sites |  |  |
| 52 |  |  |  |  | Space available for provision of supportive services |  |  |
| 53 |  |  |  |  | Sturdy tables and chairs |  |  |
| 54 |  |  |  |  | Approved table settings (no disposable dinnerware used without approval) |  |  |
| **Project posts in conspicuous locations the following OAC 340:105-10-71** |
| 55 |  |  |  |  | Rights of eligible persons to equal opportunity and access to services |  |  |
| 56 |  |  |  |  | Full cost of the meal to be paid by ineligible persons |  |  |
| 57 |  |  |  |  | Suggested contribution schedule |  |  |
| 58 |  |  |  |  | Menus at least one week in advance |  |  |
| 59 |  |  |  |  | Grievance procedures for participants |  |  |
| 60 |  |  |  |  | An evacuation plan |  |  |
| 61 |  |  |  |  | Toll-free I&A number 1.800.211.2116 |  |  |
| 62 |  |  |  |  | Current health inspection certificate |  |  |
| 63 |  |  |  |  | Smoke free facility |  |  |
| 64 |  |  |  |  | Emergency management plan summary and location of nearest shelter |  |  |
| **If no fire and safety inspections completed, assessor must complete the following OAC 340:105-10-71** |
| 65 |  |  |  |  | Sufficient number of exits available (1 for 50 or less, 2 separate for more than 50) |  |  |
| 66 |  |  |  |  | Exit doors swing out, unlocked during business hours |  |  |
| 67 |  |  |  |  | Panic hardware installed for sites serving 100 or more (Lawton&Duncan North) |  |  |
| 68 |  |  |  |  | Pathways accessible and clear of obstructions |  |  |
| 69 |  |  |  |  | Building clearly numbered, exterior well lit, building number visible from street |  |  |
| 70 |  |  |  |  | Fire extinguishers inspected/charged annually, staff trained, clearly marked |  |  |
| 71 |  |  |  |  | Fire drills conducted quarterly and documented |  |  |
| 72 |  |  |  |  | Tornado drills annually and documented |  |  |
| 73 |  |  |  |  | Electric outlets appropriate for use, free from damage, not overloaded. |  |  |
| 74 |  |  |  |  | Wiring free from damage and trip free |  |  |
| 75 |  |  |  |  | Heating and Air conditioning in good working condition, cleaned and maintained |  |  |
| 76 |  |  |  |  | Fuel supply and heater closet not used for storage |  |  |
| R# | IN | OT | NO | NA | OAA Policy Factors | CDA | R |
| **If no fire and safety inspections completed, assessor must complete the following OAC 340:105-10-71 cont’d** |
| 77 |  |  |  |  | Flammable liquids stored properly, stored away from egress |  |  |
| 78 |  |  |  |  | Walking and working surfaces clean, dry and unobstructed |  |  |
| 79 |  |  |  |  | Trash stored in proper containers and grounds maintenance conducted |  |  |
| 80 |  |  |  |  | Kitchen floors free of slip and trip hazards |  |  |
| 81 |  |  |  |  | Paper and cloth products stored away from open flames |  |  |
| 82 |  |  |  |  | Staff trained on safety |  |  |
| 83 |  |  |  |  | Food products stored separately from cleaning products |  |  |
| 84 |  |  |  |  | Cooking appliances vented, cleaned, no grease, separate from combustibles |  |  |
| 85 |  |  |  |  | Hood extinguishing system has correct number nozzles, properly located/secure |  |  |
| 86 |  |  |  |  | Fuel shutoff is connected, manual pull accessible, inspection tag current |  |  |
| 87 |  |  |  |  | Water heater has pop off valve |  |  |
| 88 |  |  |  |  | Water heaters, furnaces, heating units checked annually by professional |  |  |
| 89 |  |  |  |  | Hazardous materials stored properly |  |  |
| 90 |  |  |  |  | MSDS sheets available for all hazardous materials |  |  |
| 91 |  |  |  |  | Road to facility is readily accessible |  |  |
| 92 |  |  |  |  | Facility located with reasonable access to water supply |  |  |
| **Congregate meals project advisory council [OAC 340:105-10-73]**  |
| 93 |  |  |  |  | Minutes available for review at site |  |  |
| 94 |  |  |  |  | Meetings occur at least quarterly |  |  |
| 95 |  |  |  |  | Minutes show approval of menus, contribution schedule, décor and meal time |  |  |
| **Nutrition education [OAC 340:105-10-74]**  |
| 96 |  |  |  |  | Nutrition Ed provided every month (sign in sheets sent to ASCOG Planner) |  |  |
| **Congregate meals planning [OAC 340:105-10-75]**  |
| 97 |  |  |  |  | Menus signed by RD |  |  |
| 98 |  |  |  |  | Project Menu Plan (02AG018E) posted at site |  |  |
| 99 |  |  |  |  | Menus are DRI and meal pattern compliant |  |  |
| 100 |  |  |  |  | Menu substitutions are for entire meal or substitutions are approved by RD |  |  |
| 101 |  |  |  |  | Menus based on accurate production forecasting, without large portions or 2nds |  |  |
| 102 |  |  |  |  | Menus allow for variety within meat, vegetable and fruit and desserts |  |  |
| 103 |  |  |  |  | Optional beverages such as coffee and tea are not provided with project funds |  |  |
| **Congregate meals food procurement [OAC 340:105-10-76]**  |
| 104 |  |  |  |  | All food purchases are through approved commercial sources |  |  |
| 105 |  |  |  |  | Contributed foods must meet the same quality, safety and sanitation standards |  |  |
| 106 |  |  |  |  | Home prepared foods, such as canned, frozen, or pot luck are not used |  |  |
| **Congregate meals food preparation and service [OAC 340:105-10-77]** |
| 107 |  |  |  |  | Satellite sites are close enough to cooking sites to maintain proper food temps |  |  |
| 108 |  |  |  |  | All food prep staff work under supervision of certified food handler |  |  |
| 109 |  |  |  |  | Tested quality recipes are in use |  |  |
| 110 |  |  |  |  | Recipes adjust to yield number of servings needed according to reservations |  |  |
| 111 |  |  |  |  | Hot food is available at least 30 minutes after serving begins |  |  |
| 112 |  |  |  |  | Holding times from food prep completion to serving does not exceed 2 hours |  |  |
| 113 |  |  |  |  | Food temps are taken and documented when food removed from stove or oven |  |  |
| 114 |  |  |  |  | Food temps documented when food placed on steam table or just before serving |  |  |
| 115 |  |  |  |  | Food temp logs show consistent practice and use |  |  |
|  **Food stamps benefit assistance for project participants [OAC 340:105-10-78]** |
| 116 |  |  |  |  | Food stamp application assistance offered at time of intake |  |  |
| 117 |  |  |  |  | Participants allowed opportunity to donate using food stamps |  |  |
| R# | IN | OT | NO | NA | OAA Policy Factors | CDA | R |
| **Nutrition Services Incentive Program (NSIP) [OAC 340:105-10-79]**  |
| 118 |  |  |  |  | Site has documentation that matches OKS738 for NSIP eligible meals |  |  |
| **Supportive social services for nutrition projects [OAC 340:105-10-80]**  |
| 119 |  |  |  |  | Site manager conducts and documents ongoing outreach activities |  |  |
| 120 |  |  |  |  | New participants are assessed for service needs at initial interview (intake) |  |  |
| 121 |  |  |  |  | Project provides on-site space for coordination with supportive service activities |  |  |
| **Home delivered meals service eligibility [OAC 340:105-10-83]**  |
| 122 |  |  |  |  | Project documents homebound recipient eligibility on intake/update forms |  |  |
| 123 |  |  |  |  | Homebound participants are 60 and older & homebound, or otherwise eligible |  |  |
| 124 |  |  |  |  | Intake forms document special eligibility of spouses or persons with disabilities |  |  |
| 125 |  |  |  |  | Updated pilot forms are used for reassessments |  |  |
| 126 |  |  |  |  | Updates completed annually |  |  |
| 127 |  |  |  |  | Persons who are no longer homebound are referred to congregate meal program |  |  |
| **Home delivered meals planning [OAC 340:105-10-84]**  |
| 128 |  |  |  |  | HDM service complies with congregate meal planning standards |  |  |
| 129 |  |  |  |  | Project arranges for meals in weather related emergencies |  |  |
| 130 |  |  |  |  | HDM services complies with CON food procurement requirements |  |  |
| **Home delivered meals packaging and delivery [OAC 340:105-10-85]**  |
| 131 |  |  |  |  | Documentation of random quarterly temperature checks available on site |  |  |
| 132 |  |  |  |  | Hot foods are packaged separately from cold foods |  |  |
| 133 |  |  |  |  | Meals are packaged individually in secondary insulated containers |  |  |
| 134 |  |  |  |  | Meals are delivered within one hour of packaging |  |  |
| 135 |  |  |  |  | All disposable meal containers are dated  |  |  |

**R# Finding/Observation Remedial Action Due Date (2 weeks)**

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| **Assessor signature** |  |
| **Site Manager signature** |  |