Service Name	Carry-Out Meals (COM)
Service Number	B-TBD
Service Category	In-Home
Service Definition	The provision of nutritious meals to eligible recipients via carry-out.
Unit of Service	One meal served to an eligible participant.

CARRY-OUT MEALS

1. Carry-Out Meals (COM), also known as "Grab 'n Go", include Carry-Out Weekend Meals and Carry-Out Second Meals. COM are complete meals offered to participants at the point of service to be consumed off-site, without in-person or virtual interaction sponsored by the Nutrition Provider. COM are considered a category of Home-Delivered Meals (HDM) for reporting purposes. These meals are designed to offer participant choice via person-centered planning. They are meant to serve those who may not qualify for traditional HDM and may be unable to or choose not to participate in traditional congregate dining.

2. Each program shall have written eligibility criteria for participants. Eligibility includes the following, at a minimum:

   a. Participant must be 60 years of age or older.
   b. Complete the required registration process.

3. Extended Eligibility: The nutrition provider and AAA should work together to determine extended eligibility based on meal availability and funding. Those determined to be eligible for COM must complete the necessary National Aging Program Information Systems (NAPIS) documentation. Extended eligibility may apply to the following persons:

   a. A spouse under the age of 60 of the eligible COM participant.
   b. Family members of an eligible adult who are living with a disability and permanently live with the eligible adult in a non-institutional setting.
   c. An unpaid caregiver, 18 or older, who accompanies the COM participant to the meal site for meal pick up.
   d. People who provide volunteer services during the meals.

4. At the provider's discretion, persons not otherwise eligible may be served, if meals are available, and they pay the full cost of the meal. The full cost includes

raw food, preparation costs, and any administrative and/or supporting services costs.

5. Each COM program must provide and collect registration from each participant within 10 working days after an individual enters the program. At a minimum, registration must be updated and collected on a yearly basis, from the date of the initial registration. Registration may be completed by the individual and returned in-person or may be completed with program staff either face-to-face, in-person or virtually. Yearly follow-up may be completed face-to-face, in-person or virtually, or via telephone.

    a. Registration and follow-up, must, at a minimum, include the following:
        i. Basic Information (NAPIS/State Performance Report elements)
            1. Name, Address, Phone Number
            2. Demographics: date of birth, age, gender, geography (rural or non-rural), poverty status, living arrangement, ethnicity, race, gender
            3. Nutrition Risk Score via DETERMINE Checklist
            4. Functional Status
                • Activities of daily living (ADLs)
                • Instrumental activities of daily living (IADLs)
    b. Additional information may be collected at the discretion of the provider and AAA:
        i. Prioritizing criteria
        ii. Items related to the need for a meal and/or special meal needs
        iii. Existing supports and needs for additional supports/services

6. A written procedure for the distribution and documentation of meals is to be developed by the nutrition provider and approved by the AAA. This includes, but is not limited to, how and when participants obtain a meal, distribution of nutrition education and allowing a proxy to pick up meals on behalf of the participant.

7. Each nutrition provider, with the approval of the AAA, may decide the frequency of meals provided. This process must include person-centered planning, which may include, allowing the participant to attend congregate meals when they have a willingness to attend. It may also include meal choices such as vegetarian, as long as they meet the ACLS Bureau Nutrition Standards.

8. Nutrition Education: Guidelines for nutrition education can be found in the "Business Practices" *section of the General Requirements for Nutrition Service Programs*. In addition, food safety education should be provided to participants when meals are taken off-site. Each nutrition provider shall develop a system by which nutrition education is provided to participants.

    a. At a minimum, food safety nutrition education must be provided when COMs are initiated, and annually thereafter, when the registration is

renewed. This must include information on food storage and can be provided in-person, virtually or in a written format via a standard flyer.

   b. Each meal shall be labeled with participant instructions for safe storage, reheating, and expiration dates.

9. Each COM program shall demonstrate cooperation with other meal programs and providers and other community resources. Programs are encouraged to coordinate with HDM and congregate meal programs, AAA sponsored programs and community programs to encourage and facilitate social activity, and provide cross referrals.

10. Each COM provider may utilize a waitlist for meals when HDM and/or COM meals are in high demand. When an agency has a waitlist, the following must be considered:

   a. Each program must develop a prioritization system which should include a screening tool and monitoring plan.
   b. All participants placed on a waitlist must be screened to assess waitlist prioritization.
   c. Each program must be able to document how individuals on the waitlist are prioritized.

11. Meal Requirements:

   a. Each COM provider shall have the capacity to provide meals which meet the Older Americans Act and/or state nutrition guidelines by complying with the most recent *USDA Dietary Guidelines for Americans* and meeting a minimum of 1/3 of the Dietary Reference Intakes (DRI).
   b. All menus to be approved by a dietitian, RD in training or DTR. Menus should include key nutrients and follow dietary recommendations that relate to lessening chronic disease and improving the health of older Michiganders.
   c. For more information on meeting the nutrition guidelines, please review the "Meal Planning and Suggested Meal Patterns" section in the *General Requirements for Nutrition Service Programs*.