

Food Bank/Home Delivered Meals
2009-2010

Definition of Service: Food Bank/Home delivered meals include the provision of actual food or meals. The provision of Household supplies such as hygiene items and household cleaning supplies should be included in this item, along with vouchers to purchase food. It does not include finances to purchase meals or food. (HRSA definition)

Provider’s compliance with Virginia state sanitation standards and registration/licensing regulations is required.
All food is obtained from the agency’s local food bank.

Objectives for Service:

- Provide choices of food items that meet individual nutritional needs of a person with HIV infection, including the foods that fall into the recognized food categories for good nutrition identified by the Food and Drug Administration (FDA) or American Dietetic Association standard food and nutrition pyramid.
- Provide choices of food items that meet the needs of clients with special dietary requirements.
- Provide education instruction to increase the client’s knowledge of healthy food choices
- Dietitian oversight for home delivered meals

STANDARD	MEASURE
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Service Standards:	
The client’s eligibility for Ryan White Part B services is determined or is in process of determination before services are initiated.	Documentation of the client’s eligibility or that eligibility process has begun is present in the client’s record.
A referral by a Ryan White Part B provider is made for initiation of food services.	Documentation of the referral or form is present in the client’s record. If self referred, record of initial contact is recorded and available for review.

Assessment:	
Client is assessed by provider or case manager for need of food bank services or home delivered meals.	Documentation of the assessment is present in the client's record, signed and dated.
All food services will be documented in the client's record with type of service, date of service and any special needs.	Documentation is present in the client's record, signed and dated, of all food services.
Agency has educational material about nutrition and food safety available for clients.	Documentation is present, signed and dated of the educational material given to the client.
Universal standards:	
Agency complies with all local, state and federal sanitation, safety, United States Department of Agriculture (USDA) and FDA regulations.	Food and safety inspection reports by the appropriate agency are on file at the agency where the food is distributed.
Agency will have written policies and procedures on the distribution of foods.	Documentation/copy of the policies and procedures on the distribution of food are kept in the agency's policy/procedure manual and available for review.
Agency will maintain records of food distribution in a food log.	Documentation of the distributed food is present in the agency food log and available for review.
Agency will have written policies and procedures for home delivered meals.	Documentation/copy of the policies will be kept in the agency's policy/procedure manual and available for review.
Agency will have written policies and procedures in place in the event of a food recall.	Documentation of food recall policies and procedures will be kept in the agency policy/procedure manual and available for review.
Qualification:	
All staff and volunteers for food bank and those who distribute food will complete the local food bank training program.	Documentation of the completed food bank training program will be kept in personnel files and available for review.
Registered Dietitians will hold current licensure in the Commonwealth of Virginia.	Documentation of current licensure is present in the registered dietitian's personnel record and available for review.