

Policy

The Administration on Aging awards Nutrition Services Incentive Program (NSIP) funds to the Ohio Department of Aging (ODA) according to Ohio's percentage of the national eligible meal total from the prior year. A NSIP meal is a meal served in compliance with all the requirements of the Older Americans Act (OAA). NSIP funds will be awarded by ODA to each Area Agency on Aging (AAA) on an annual basis. The purpose of these funds is to support the Congregate Nutrition Programs and Home-Delivered Nutrition Programs. AAAs shall establish procedures to ensure compliance with all applicable ODA policies. ODA elects to receive grants of cash from Administration on Aging rather than commodities from the United States Department of Agriculture.

Procedure A – Allocation of Funds

1. ODA will allocate NSIP funds to AAAs based on each AAA's prior year percentage of the state Congregate Nutrition Programs and Home-Delivered Nutrition Programs eligible meal count. The amount of each AAA allocation will be designated in the Notice of Grant Award (NGA).
2. AAA will allocate NSIP funds to the Congregate Nutrition Programs and Home-Delivered Nutrition Programs in the specific county it was earned in the prior year to an eligible agency. Allocations may be adjusted based on expected eligible meal count changes for the Congregate Nutrition Programs and Home-Delivered Nutrition Programs during the contract year.
3. AAA is not required to provide matching funds to earn NSIP funds.
4. AAA may not use NSIP funds to meet matching requirements for the OAA Title III or any other federal funds.
5. NSIP funds can not be transferred between the Title III-C-1 Congregate Nutrition Program and Title III-C-2 Home-Delivered Nutrition Program

Procedure B – NSIP Meal Requirements

1. An eligible meal for NSIP funds is a meal served in compliance with the following criteria regardless of funding source:
 - a. The meal must meet the Recommended Dietary Allowances/Dietary References Intakes and the Dietary Guidelines for Americans.
 - b. The meal is available to individuals age 60 and over, and their spouse, regardless of age.
 - c. The meal is reimbursable when served to individuals under the age of 60 and who meet one or more of the following criteria:

- i. handicapped or disabled residing in housing facilities occupied primarily by older individuals at which the Congregate Nutrition Program services are provided;
 - ii. disabled and reside at home with and accompany older eligible individuals to the Congregate Nutrition Program or lives with a recipient of a home delivered meal; or
 - iii. provide volunteer services for the Congregate Nutrition Programs and Home-Delivered Nutrition Programs.
 - d. The NSIP meal may be reimbursable when the home delivered meal is provided within the supplemental services category under the Title III-E National Family Caregiver Support Program to persons aged 60 and over who are either care recipients or caregivers (as well as their spouses, regardless of age).
 - e. The meal is provided to the individual without a mandatory fee. Contributions can be collected, but only on an understood voluntary basis.
 - f. The meal is served by an agency, which is under the jurisdiction, control, management, and audit authority of ODA and AAA following the requirements of the Title IIIC-1 Congregate Nutrition Program, Title IIIC-2 Home-Delivered Nutrition Program and state/local laws.
2. An ineligible meal for the NSIP is any meal with a set fee, such as a private pay meal program, PASSPORT meal service, or other means-tested meal programs.

Procedure C – Reporting Requirements

1. OASIS/SAMS meal count figures will determine NSIP funding allocations to the AAAs.
2. AAAs must report the number of eligible meals served each month for the Congregate Nutrition Programs and Home-Delivered Nutrition Programs on the monthly request for funds form.
3. AAAs must report the number of eligible meals served each quarter through the OASIS/SAMS reporting system(s). All eligible meals reported through OASIS/SAMS for the twelve months ending the 30th day of September must be submitted to ODA by the 15th day of November.
4. The annual total of eligible meals reported through the request for funds form must match the annual total of eligible meals reported through OASIS/SAMS. Should there be a discrepancy; ODA will request that the figures be reconciled and that any necessary adjustments be made in OASIS/SAMS to reflect the final accurate meal count.

Procedure D – Allowable Costs

1. NSIP funds will be used to purchase foods of United States origin for the Congregate Nutrition Programs and Home-Delivered Nutrition Programs.
2. NSIP funds shall not be used to support AAA administrative costs.
3. NSIP funds awarded to the AAA must be expended in accordance to ODA Policy 401 Notification of Grant Awards, spending authority and grant closeouts.

Procedure E – Monitoring Requirements

1. ODA will review quarterly the AAA submitted meal counts.
2. NSIP funds are subject to the provisions of ODA Policy 502.00 Unit of Service Verification.
3. The AAAs must make adjustments in OASIS/SAMS to reflect accurate meal counts.

Date: January 1, 2001, October 1, 2002, November 14, 2003 (#1103S179)

Authority/Basis: OAA, 42 USC 3030a; § 309. Nutrition Services Incentive Program