

## **FY2026 Title III-C2 Home Delivered Meal Service Narrative**

### **Overview**

AgeGuide Northeastern Illinois is seeking applications from organizations interested in providing Older Americans Act Title III-C2 Home Delivered Meal services in DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will Counties. Nutrition services are provided to assist older adults to live independently by promoting better health through improved nutrition and reduced isolation. As outlined in the Older Americans Act, the purposes of this program are:

- To reduce food insecurity, hunger, and malnutrition,
- To promote socialization of older individuals; and
- To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other social connection activities to reduce loneliness and social isolation.

Meals are to be provided throughout the 8-County region to provide maximum coverage of the service area. Nutrition providers are expected to have an active role in the network of organizations providing services to older adults and work collaboratively with the Care Coordination Unit and Older Americans Act service providers.

### ***Statement on Serving Populations in Greatest Economic and Social Need***

As outlined in the *AgeGuide General Service Requirements*, providers must assign priority, in the provision of services, to older adults in greatest economic and social need (“target populations”), at a rate at least in proportion to the incidence level of each group within the county. To achieve this outcome, providers must develop strategic plans to reach and provide services to these target populations which are defined in the federal Older American’s Act and the Illinois Act on the Aging as the following:

- Older adults with income at or below federal poverty guidelines,
- Minority older adults,
- Older adults age 75+,
- Older adults living alone,
- Older adults with Limited English Proficiency,
- Older adults who are frail,
- Older adults with severe disabilities,

## **FY2026 Title III-C2 Home Delivered Meal Service Narrative**

- Older adults with dementia and related disorders (and their caregivers), and
- Older adults at risk for institutional placement.
- The Illinois Act on the Aging [20 ILCS 105/3.11] expanded the definition of “greatest social need” to the need caused by noneconomic factors that restrict an individual's ability to perform normal daily tasks or that threaten one’s capacity to live independently.
  - These factors include:
    - Physical or mental disability,
    - Language barriers and,
    - Cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, gender identity, gender expression, or HIV status.

### **Service Design**

The Home Delivered Meal program provides a nutritious daily hot meal to those individuals deemed eligible for the program who are aged 60 or over, frail and/or homebound, or otherwise isolated. The spouse of the older person, regardless of age or condition, may receive a home delivered meal if the receipt of the meal is in the best interest of the frail and/or homebound person. Individuals with disabilities who reside at home with older individuals who are eligible under the Older Americans Act are also eligible to receive home delivered meals. ACL has provided guidance that nutrition programs should recognize individuals of the same sex who are lawfully married under the law of a state, territory, or foreign jurisdiction as spouses.

In addition to the nutritious meal, the delivery person can check in with clients and note any changes or conditions that may require notification of a social worker, emergency contact, or even emergency medical assistance. The Home Delivered Meal program is extremely helpful in combating isolation.

Home Delivered Meal programs should locate sites and organize volunteer and paid delivery routes to provide maximum coverage to the county service area. Home delivered meal programs depend extensively on delivery volunteers. Recruiting, training, and scheduling volunteers should be a priority in designing a program. Nutrition providers are encouraged to study current trends in volunteer recruitment and retention when designing the program.

## **FY2026 Title III-C2 Home Delivered Meal Service Narrative**

All nutrition sites must pass a local health department inspection at least annually. A site manager with a valid Certified Food Protection Manager certification must be present when the site is operating. All other staff and volunteers handling food must be trained in safe food handling practices.

Meals provided must meet nutritional analysis requirements, or menu plan requirements, as detailed in the Nutrition Standards. Menus must be planned in advance of service and approved by a Registered Dietitian. Menus should be appetizing, offering a variety of flavors, colors, and textures. A cycle menu should be at least three cycles per year. If the cycle is at least 6 weeks or greater in length, there should be at least 2 cycles per year. A hot meal should be served; however, cold meals may be provided occasionally as appropriate.

Each project is to provide special menus, where feasible and appropriate, to meet the dietary needs that arise from health, religious requirements, or ethnic backgrounds of eligible individuals.

Frozen meals may be provided in circumstances where daily delivery is not feasible; however, the client's ability to store and heat frozen meals must be assessed.

Providers should have a written plan for conducting well-being checks as part of service provision. Providers should be culturally competent and responsive to diverse populations, including providing barrier-free access to inquirers who speak languages other than English and inquirers with hearing or speech impairments.

III-C2 service providers will be required to perform the following activities:

1. Home Delivered Meal service providers should supply one hot meal a day delivered five days a week. However, AgeGuide may grant exceptions if the nutrition provider submits documentation of the need for an exception. Grab and Go meals are optional services that may be provided for older adults at designated pick-up locations. Grab and Go meal sites need prior approval from AgeGuide by completing AgeGuide's Site Modification Form.
2. Nutrition Providers must utilize "AgeGuide's Eligible Caterer List" to contract with approved caterers based on county availability. (Refer to Eligible Caterer List appendix) Nutrition Providers will enter into individual contracts with AgeGuide's

## FY2026 Title III-C2 Home Delivered Meal Service Narrative

approved caterers established in the Eligible Caterer list. Copies of catering contracts must be submitted by no later than October 1, 2025.

3. AgeGuide's nutrition providers' average food cost per meal for home-delivered meals is \$7.00. Grant applicants should provide a written explanation of how their projected cost per unit compares or exceeds the regional average cost per unit.
4. AgeGuide expects a minimum of 50% of the funding provided to be spent directly on food costs. No more than 10% of the meals served should be shelf stable. If additional funds are needed to support administrative costs, additional match will be required.
5. Nutrition Providers are responsible for screening, training, supervising, and retaining staff and volunteers providing home delivered meal services. Staff and volunteers must receive food sanitation training, either food handler training or Certified Food Protection Manager Certification. **"Food Safety on the Go"** is a required training for staff and volunteers. Background checks are strongly encouraged to be completed for all staff and volunteers.
6. Nutrition providers are responsible for coordinating with the Case Coordination Unit (CCU) and Managed Care Organizations (MCO) to facilitate the assessment and referral of home delivered meal clients. The Illinois Department on Aging Registration for Home Delivered Meals Form must be used for all HDM clients. Nutrition Providers should ensure the form is completed in its entirety and ensure confidentiality of information.
7. Nutrition providers are responsible for entering data into AgingIS (electronic data reporting software) by the 15<sup>th</sup> of each month. Data entry must be logged promptly and accurately. The purpose of this information is to meet all state and federal reporting requirements.
8. Clients are to be given the opportunity to voluntarily contribute to the meal's cost. A confidential system of collecting voluntary donations from clients is to be established and implemented. Clients may not be denied a meal because they

## **FY2026 Title III-C2 Home Delivered Meal Service Narrative**

cannot or will not contribute to the meal's cost. Written notices to clients soliciting donations should be carefully and tactfully worded as a request for donation.

9. Nutrition education is to be provided at least two times per year, and it is strongly recommended that nutrition education be provided quarterly and more frequently if possible. The purpose of nutrition education is to inform individuals about available facts and information that will promote improved food selection, eating habits, nutrition, and health-related practices. Materials presented should be from credible sources with valid credentials in nutritional science. AgeGuide staff are available to assist nutrition providers with suggestions of topics and sources of information.
10. Nutrition programs must have written plans to address adjustments to program design and delivery in a natural disaster, pandemic, and other emergencies or disasters. Home Delivered Meal participants must be offered at least 3 shelf-stable meals, twice per year, to support participants due to inclement weather or other emergencies. Nutrition agencies must have a designated Emergency Coordinating Officer. See Nutrition Standards for more specifics on shelf stable meals.
11. According to IDOA nutrition standards, nutrition providers must gather input and feedback from program participants by having them complete evaluation surveys twice a year. AgeGuide requires that all nutrition providers use AgeGuide's standardized survey for Congregate dining clients once per year, as part of the two required surveys.
12. Adhere to the AgeGuide General Service Requirements and the program specific requirements as well as reporting requirements for these services, including the timely and accurate submission of monthly Nutrition Services Incentive Program (NSIP) reports, semi-annual, annual, and other Illinois Department on Aging's mandated reports. Visit AgeGuide's website at [www.ageguide.org](http://www.ageguide.org) for additional information on general and Nutrition standard and reporting requirements.