

## Purpose of form

Form 02AG019E is used by a Title III nutrition program to report the number of meals served.

## Instructions

**Site use only:**

**Actual number of days served this month.** Not budgeted days from the grant. If the number of serving days varies by site, the project must determine the average number of actual serving days by adding the serving days this month at all sites and dividing by the number of sites.

**Eligible meals served this month.** Total of columns 6 + 9 + 11.

**Project use only:**

**Average number of days served this month.** Total number of budgeted serving days per year from the grant divided by 12 months. Number remains constant through the grant year.

**Average meals budgeted per day.** Total number of budgeted meals per year divided by number of serving days per year. NOTE: If number of serving days varies by site, project must determine the average number of serving days per year by adding the serving days at all sites and dividing by the number of sites. Number remains constant through the grant year.

**Eligible meals budgeted per month.** Number of meals budgeted per year in the grant divided by 12 months. Number remains constant through the grant year.

**Eligible meals served this month.** Total of columns 6 + 9 + 11.

**Eligible meals budgeted to date.** Cumulative year-to-date total number of eligible meals budgeted per month.

**Eligible meals served to date.** Cumulative year-to-date total of eligible meals served this month. This number must match information documented on the National Aging Program Information System (NAPIS) report.

**Columns 1 - 14**

- (1) Self-explanatory.
- (2) Includes only Older Americans Act (OAA) Title III meals prepared.
- (3) Includes only OAA Title III frozen and shelf stable meals purchased.
- (4) Meals served to congregate participants, employees, and volunteers age 60 and older.
- (5) Meals served to eligible participants under age 60. This includes:
  - spouse of an eligible participant;
  - disabled persons under age 60 living in the home and accompanying the eligible participant; and

- disabled persons under age 60 living in a housing complex that is predominantly persons over the age of 60 and is a congregate site.
- (6) Total of columns 4 + 5.
  - (7) Meals served to homebound participants age 60 and over.
  - (8) Meals served to eligible participants under age 60 living in the home. This includes:
    - spouse of an eligible participant; and
    - disabled persons living with an eligible participant.
  - (9) Total of columns 7 + 8
  - (10) Guests must pay full price when eating a meal.
  - (11) Meals served to individuals under age 60 who provide volunteer services during the meal hours.
  - (12) Staff under 60 must pay full price when eating a meal. Staff over 60 are included in eligible meals, column 4.
  - (13) Totals of columns 6 + 9 + 10 + 11 + 12. All meals for which the project is claiming Nutrition Services Incentive Program (NSIP) reimbursement are included in columns 6, 9, and 11, as appropriate.
  - (14) Meals provided by the project which are not being claimed for NSIP reimbursement are noted. ADvantage Waiver meals are listed in this column only. Title III programs which provide meals with Title VI Programs (Native American) must have a written agreement specifying which entity will claim NSIP reimbursement. This agreement determines which column the meals are recorded in.

**Note:** Eligible meals are the same as those documented on the NAPIS report. Nutrition sites submit an individual report to the project. Complete all columns for each day. Project completes cover page with monthly total, all columns complete, and attaches individual site reports. Projects serving multiple counties report the information alphabetically by county.

#### Routing

AAA e-mails a copy of the project cover page listed by project by county to OKDHS Aging Services Division (ASD) by the 10<sup>th</sup> of the month.