

<p style="text-align: center;"><b>Open Solicitation Plan For Open Solicitation #1137676 – Providers of Meals to Seniors in Adult Day Care</b></p>
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As required by Montgomery County Procurement Regulations, Code of Montgomery County Regulations (COMCOR), Section 11B.00.01, et seq., Section 4.1.6.3 (a), the Department of Health and Human Services (DHHS) / Aging and Disability Services is submitting this Open Solicitation Plan for approval by the Director, Office of Procurement, Montgomery County.

Section 4.1.6.3 Procedure

- (1) Public Notice – Notice for this solicitation will be posted on the Montgomery County, Office of Procurement website. Additionally, DHHS will send a copy of the notice to current providers from open solicitation # 1049652, whose contracts will be replaced by contracts awarded under this Open Solicitation.
- (2) Application Process – The DHHS Contract Management Team (CMT) will post a copy of the solicitation packet for this Open Solicitation at:  
<https://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>

The solicitation packet includes the following: 1) the Notice to Vendors that summarizes this Open Solicitation; 2) the Instructions and Minimum Qualifications document for this Open Solicitation; 3) the Application; and 4) the Pre-approved Form Contract including the Scope of Services and General Conditions of Contract Between County and Contractor and other attachments. Applicants will be required to sign the Application Form (Attachment F to the pre-approved Form Contract), stating that they have received the solicitation packet and understand the requirements of this Open Solicitation.

- (3) Criteria for accepting or rejecting applications – The solicitation packet contains the minimum requirements that applicants must meet. Applications will be reviewed by DHHS staff for acceptance or rejection, based on the solicitation criteria.
- (4) All applicants meeting the minimum qualifications listed in the Instructions and Minimum Qualifications document of the Open Solicitation and are found to be responsible will be eligible to receive a contract to provide the services described in the Open Solicitation. The services will be client-driven in that the clients will select the provider based on geographic location, personal preference, language capabilities, and/or range of services provided.
- (5) Pre-Approved Form Contract – A Pre-Approved Form Contract is included in the solicitation packet. The solicitation packet also contains a description of the requirements identified on the Pre-approved Form Contract (referred to as Scope of Services). Applicants will be required to execute a contract with the County using this

Pre-Approved Form Contract, including the General Conditions of Contract Between the County and Contractor (“General Conditions”), without modification.

- (6) Cost – The cost of contracts will not exceed available appropriations. Prior to encumbrance of funds for contracts awarded under this Open Solicitation, the total available appropriation for the contracts will be verified by DHHS. Funds will be encumbered under contracts via a purchase order or blanket purchase order. The County’s Senior Nutrition Program will monitor expenditures for each executed contract against the purchase order and any subsequent delivery orders that the Office of Procurement authorizes.
- (7) Cancellation – The County reserves the option to cancel this Open Solicitation at any time. Award of a contract under this Open Solicitation is subject to appropriation of funding.
- (8) Changes to Forms – The County may update the Open Solicitation Form Contract with updated versions of the forms listed below without issuing an amendment to the Open Solicitation:
  - a. General Conditions of Contract Between County & Contractor (PMMD-45);
  - b. Minority Business Program & Offeror’s Representation (PMMD-90);
  - c. Minority-Owned Business Addendum to the General Conditions of Contract between County and Contractor (PMMD-91);
  - d. Minority, Female, Disabled (MFD) Person Subcontractor Performance Plan (PMMD-65);
  - e. Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor, and Wage Requirements Law Certification (PMMD-177); and
  - f. Business Associate Agreement.

The updated forms will be applicable to new contracts entered into after the date they are added to the open solicitation; forms attached to previously executed contracts will remain in effect for these contracts unless formally amended by contract amendment.

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## **NOTICE TO VENDORS**

### **Open Solicitation #1137676 Providers of Meals to Seniors in Adult Day Care**

Montgomery County, Maryland, through its Department of Health and Human Services (the “County” or “DHHS”) Senior Nutrition Program (“SNP”), is seeking applications from qualified, experienced, and competent licensed non-profit Adult Day Care (“ADC”) programs to provide nutritious meals for senior adults in Montgomery County. The County wishes to continue its promotion of better health for seniors through improved nutrition and wishes to reduce isolation by fostering socialization in settings in which older adults can obtain other supportive services, such as nutrition education and physical fitness activities.

The purpose of an Open Solicitation under Montgomery County’s Procurement Regulations is to permit acceptance of applications on a continuing basis to meet service needs. (The County cannot guarantee a minimum number of or any referrals under a contract resulting from an Open Solicitation.) Interested parties are encouraged to submit an application along with other required materials listed following to allow for processing of a Pre-Approved Form Contract.

A complete description of the Scope of Services required is listed in the Open Solicitation packet in the Pre-Approved Form Contract. You may obtain a packet by visiting DHHS – Contract Management Team website at: <https://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>.

The County will enter into a contract with all applicants who meet the minimum qualifications as described in the Form Contract and are found to be a responsible organization. The County will sign the contract and return a copy to the applicant. The Form Contract with all Attachments will constitute the entire Contract. Please keep a copy of all these documents for your records. The applicant must sign the County’s Form Contract which includes the General Conditions of Contract Between County and Contractor, the County’s Business Associate Agreement and other Attachments, as written with no modification.

Questions regarding this solicitation should be emailed to:  
[HHS.Open.Solicitations@montgomerycountymd.gov](mailto:HHS.Open.Solicitations@montgomerycountymd.gov)

## INSTRUCTIONS AND VENDOR INFORMATION

The County will enter into a contract with all applicants who meet the minimum qualifications, are found to be responsible and complete and submit the mandatory submissions described below in this document, including copies of required insurance certificates and the Pre-Approved Form Contract properly executed by the applicant. After an applicant submits the required information and documents, the County will review the submissions and determine whether the applicant meets the minimum qualifications. If the County accepts an application, the contract will be executed, and a copy of the contract will be sent to the applicant. Please keep a copy of the entire Open Solicitation packet for your records. *Applicants are strongly encouraged to carefully review all the documents and information provided with this packet before completing and returning the Pre-Approved Form Contract. **Incomplete applications will not be processed.***

Questions regarding this solicitation should be emailed to:  
HHS.Open.Solicitations@montgomerycountymd.gov

- I. Submission/Application Documents – The following items must be submitted:
- A. Narrative Document  
Each applicant must submit a description of its organization’s experience with operating a non-profit ADC program, to include the provision of meals and other activities (nutrition education, physical fitness, etc.) for senior adults. This information must be attached to the application. Each narrative must adequately describe the applicant’s ability to meet all the minimum qualifications described in this Open Solicitation, particularly items E, F, G, H, and I within Section II. on page 3 of this document.
  - B. Licenses  
Applicants must submit copies of any licenses required in the minimum qualifications section below. The applicants must keep these licenses current, update the copies submitted with this application as needed, and notify the County immediately of suspension, revocation, or any other licensing problems.
  - C. Insurance Certificate  
A Certificate(s) of Insurance that provides evidence of meeting the insurance requirements set forth in Article VII of the Pre-Approved Form Contract. Contact your insurance broker to obtain the Certificate.
  - D. Pre-Approved Form Contract and Contract Attachments - The Form Contract must be filled out correctly and submitted. Please follow these steps:
    - 1. Sign the Form Contract – If the applicant is a corporation, an officer of the corporation with authority to sign contracts for the corporation must sign the Form Contract.
    - 2. PLEASE DO NOT PUT A DATE IN THE PARAGRAPH AT THE TOP OF THE PAGE. ENTER A DATE ONLY IN THE SIGNATURE BLOCK.

3. Submit all the pages of the Form Contract (not just the signature page), including the attachments listed below:
    - a. General Conditions of Contract Between County & Contractor; and,  
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf>
    - b. Maryland Department of Aging Senior Nutrition Program Menu Policies (Attachment G)
- E. Application Documents - The following attachments are required and must be completed, or the application will be rejected:
- i. Application/Vendor Information Form (Attachment F)– Please complete in its entirety. Applicants must check off profit, non-profit, or sole proprietorship designation
  - ii. Business Associate Agreement (Attachment B)  
<https://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>
  - iii. “Minority, Female Disabled (MFD) Person Subcontractor Performance Plan”– Please submit your MFD plan or request a waiver. (Attachment C)  
<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf>
  - iv. “Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor”. (Attachment D)  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
  - v. \*Optional\* “Minority Business Program & Offeror’s Representation” – this form may be filled out and submitted if applicable to the applicant’s organization. (Attachment E)  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)
- F. Proof of legal name – Provide articles of incorporation and articles of amendment, if applicable.
- G. W-9 Tax form or copy of Social Security card if Sole Proprietorship.
- H. Proof of tax-exempt status – Determination letter from IRS if applicable.
- I. Certificate of Good Standing from the Maryland State Department of Assessments and Taxation
- II. The **minimum qualifications** for this Open Solicitation are as follows:

- A. Applicants must meet the County's mandatory insurance requirements as defined under this solicitation and must provide insurance certificates to the County which show coverage reflecting the mandatory insurance requirements.
- B. Applicants must operate a non-profit Adult Day Care (ADC) program in Montgomery County, Maryland which complies with State of Maryland and local laws and regulations.
- C. Applicants must have a current license issued by the Maryland Department of Health and Mental Hygiene (DHMH) authorizing the organization to operate as an ADC program.
- D. Applicants must have a current Food Service Facility License issued by DHHS, Division of Licensing and Regulatory Services.
- E. Applicants must make provisions for serving persons with disabilities, in accordance with the Maryland Department of Aging (MDoA) policies and the federal Americans with Disabilities Act (ADA).
- F. Applicants must have the capacity to provide meals that meet the Meal Requirements listed in Attachment G to the Pre-Approved Form Contract, included in the Open Solicitation packet. Attachment G complies with requirements mandated by the MDoA. If the MDoA modifies its meal requirements in any way throughout the term of a Contract resulting from Open Solicitation #1137676, the County reserves the right to modify Attachment G accordingly.
- G. Applicants must have the capacity to provide activities for participants that include, but are not limited to, nutrition education activities at least once per month; physical fitness activities daily; and other activities designed to meet their needs.
- H. Applicants must have the capacity to provide a mechanism by which participants can make voluntary financial contributions for meals provided under this Contract. The Contractor must collect any such contributions from participants and forward the contributions to the County within fifteen (15) calendar days after the close of each month.
- I. Applicants must have the capacity to provide the required records and reports described in Article III, Reports and Records of the Pre-Approved Form Contract. Applicants must submit these materials to the County within fifteen (15) calendar days after the close of each month.

### III. Instructions

Please attach all the above-listed mandatory submission documents, sign the Pre-Approved Form Contract, and e-mail all documents to:  
[SNPMail@montgomerycountymd.gov](mailto:SNPMail@montgomerycountymd.gov)

If your application meets the minimum qualifications listed above and your organization is found to be responsible, the County will execute the contract and return a copy to you.

The County makes no guarantee that any single contractor will receive referrals or serve clients under a contract resulting from this Open Solicitation. The services to be provided under a contract resulting from this Open Solicitation are client-driven in that clients will choose the provider from which they wish to receive services.

Award of a Contract under this Open Solicitation is subject to appropriation of funding.

The County reserves the right to cancel this Open Solicitation at any time.

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I. BACKGROUND/INTENT

- A. Montgomery County, Maryland, through its Department of Health and Human Services' (the County or DHHS) Senior Nutrition Program (SNP), is seeking applications from qualified, experienced, and competent licensed non-profit adult day care (ADC) programs to provide nutritious meals for seniors in Montgomery County. The County wishes to continue its promotion of better health for seniors through improved nutrition and wishes to reduce isolation by fostering socialization in settings in which older adults can obtain other supportive services, such as nutrition education and physical fitness activities.
- B. The County's SNP is administered under policies and procedures of the Maryland Department of Aging (MDoA) and is funded under the federal Older Americans Act of 1965, as amended November 13, 2000. The SNP works with public and private partners to provide nutrition services for older adults.
- C. The Contractor was selected under Open Solicitation #1137676, Providers of Meals to Seniors in Adult Day Care, to provide services in accordance with the Open Solicitation and this Contract.

II. SCOPE OF SERVICES

- A. The Contractor must operate a licensed, non-profit, ADC program in Montgomery County, Maryland. The program must comply with State of Maryland and local regulations. The Contractor must have and maintain, for the term of this Contract and any subsequent renewal terms, a current license issued by the Maryland Department of Health and Mental Hygiene (DHMH) to operate as an ADC program.
- B. The Contractor must serve participants with disabilities in accordance with the Maryland Department of Aging policies and the federal Americans with Disabilities Act.
- C. The Contractor must provide meals to eligible adult day care participants who are aged 60 years and older and the spouses of these participants (of any age) if they accompany the participants to the ADC program.
- D. All the meals provided under this Contract must meet the meal requirements listed in Attachment G to this Contract.
- E. The County will compensate the Contractor only for meals served which conform to the meal requirements listed in Attachment G, which complies with requirements mandated by the MDoA. If the MDoA modifies its meal requirements in any way during the term of this Contract, the County reserves the right to modify Attachment G, accordingly. In the event these requirements



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change, within 30 days of the effective date, the Department of Health and Human Services' Director or her/his designee will notify the Director, Office of Procurement and the Contractor and forward a Revised Attachment G – “Maryland Department of Aging Senior Nutrition Program Menu Policies” indicating the effective dates of the new requirements. To ensure that compensation will be paid for meals provided, the Contractor must have the menus certified by a Registered Dietitian Nutritionist or submit menus to the County's Contract Monitor for approval prior to using them. When submitting certified menus, the Contractor must submit the “Nutrient Analysis Menu Standards” and “Standard Meal Approval Sheet” completed to the County's Contract Monitor. If submitting menus for the County's approval, the Contractor must submit menus monthly by the 1st of the prior month for meals to be provided in the following month.

- F. The County will not compensate the Contractor for meals served to persons for whom the Contractor receives Medicaid or other federal or State reimbursement.
- G. In the case of meals prepared by the Contractor, the site must meet all State and local regulations for meal preparation, and a licensed Food Service Manager must be present for the duration of each meal preparation and service. If the meals are provided by an entity other than the Contractor, the Contractor must have a written agreement with the meal provider. A copy of this agreement and any updates must be provided to SNP. The meal provider must meet State and local sanitation regulations and no meal provider with unresolved critical violations, as determined by the DHMH, on the most recent health inspection report may be used. A copy of the Contractor's or the meal provider's Food Service license and the most recent health inspection report must be provided to the County's SNP before the Contractor or meal provider can begin serving meals to participants.
- H. The Contractor must be willing to make agreed-upon adjustments to the provision of meal service in the event of an officially declared public emergency, as declared locally, by the State, or nationally.
- I. The Contractor must have all equipment and internet connectivity to submit all required records and reports electronically to the link provided, as described in Article III, Records and Reports, of this Contract. Invoices, registration forms, and other paper records are not permissible. All documents must be submitted electronically. This includes the participant registration information, which must be entered into the electronic form by the Contractor.
- J. Meal temperatures must be taken and recorded on SNP's approved form for each service day on all prepared items and any milk provided. This includes cut fruits and vegetables, but not whole fruits and vegetables.

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- K. The Contractor must provide activities for the participants at the ADC program which include, but are not limited to:
1. Evidence-based nutrition education services, a minimum of once per month;
  2. Daily physical fitness activities; and
  3. Other activities designed to meet the needs of senior adults.
- L. The Contractor must encourage participants in a non-coercive way to make voluntary financial contributions for meals provided under this Contract. Contractor must have a mechanism in place to track such contributions. The Contractor must collect any such contributions, report them on an electronic form provided by SNP, and submit contributions to the County within fifteen (15) calendar days after the close of each month, as indicated in Article III, Records and Reports, of this Contract.
- M. The County has the right to perform unannounced, on-site monitoring visits to evaluate the provision of services in accordance with the terms of the Contract and reserves the right to access all program files and materials of the Contractor. The Contractor must maintain program files for a minimum of three (3) years following the termination or conclusion of the Contract.
- N. The Contractor must comply with all federal, State, and local laws and regulations governing privacy and the protection of health information, including but not limited to, the Health Insurance Portability and Accountability Act. The Contractor must also provide Background Checks for Staff and Volunteers (<http://www.montgomerycountymd.gov/HHS/DoingBuswDHHS.html>), and sign a Business Associate Agreement with the County prior to execution of this Contract (Attachment B) and comply with its provisions.

III. RECORDS AND REPORTS

- A. The Contractor must complete the electronic Participant Registration via the link provided by SNP for each person who receives one or more meals on the first day of their participation. The Contractor is responsible for providing the necessary equipment and connectivity to complete registrations and reporting electronically.
- B. On an annual basis, at the direction of the SNP, the Contractor must ask each participant to update information by re-submitting the electronic registration form. SNP recommends this be done the month before each participant's anniversary date with the program. If desired, a list of participants and their anniversary dates can be provided to the Contractor by SNP.
- C. The Contractor must administer an annual satisfaction survey of all active participants electronically.

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- D. Signed invoices must be submitted electronically to the SNP at [SNPInvoices@montgomerycountymd.gov](mailto:SNPInvoices@montgomerycountymd.gov) by the 15th of each month. Invoices to the SNP must contain the following information:
  - i. A list of the participants' names with number of meals each participant received during the invoice period;
  - ii. Total number of eligible meals and the total number of individual participants served; and,
  - iii. Daily meal temperatures for both hot and cold food for the entire month.
- E. All financial contributions by participants must be reported electronically to SNP monthly at the link provided and the contributions must be mailed to SNP for deposit.
- F. All nutrition education provided must be reported electronically to SNP monthly at the link provided.
- G. As a result of changing State of Maryland or Federal requirements, the SNP may need to impose additional information requirements, periodically.
- H. As a result of improvements and efficiencies, the SNP may change reporting methods to accommodate emergencies and/or new technology.

IV. COMPENSATION

- A. The County will compensate the Contractor based on the number of meals provided monthly under this Contract to ADC participants who are 60 years of age and older and the spouses of these participants (of any age) if they accompany the clients to the ADC program. The County will compensate the Contractor on a fixed rate basis, per meals provided. This fixed rate is based on the funding received by the County through the federal Older Americans Act of 1965, as amended November 13, 2000, the major funding source for SNP, and is also based on overall service needs. The County will set forth the annual fixed rate via the Meal Rate Schedule for this Open Solicitation, which will be posted on the DHHS website at <https://www.montgomerycountymd.gov/HHS-Program/COO/ContractMgmt/CMTCurSolicits.html> .
- B. The County shall issue the Contractor a Purchase Order each federal fiscal year the Contract is in effect. The maximum amount payable under this Contract for each federal fiscal year (beginning October 1) must not exceed the total amount shown on the Purchase Order(s).
- C. No services will be performed or compensated under this Contract prior to the execution of a County Purchase Order and the Contractor's receipt of said County Purchase Order containing a maximum compensation amount.

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V. INVOICES

The Contractor must submit monthly invoices electronically to the County in a format approved by the County for services provided under this Contract. All invoices and supporting documentation must be submitted via email to [SNP.Invoices@montgomerycountymd.gov](mailto:SNP.Invoices@montgomerycountymd.gov) within fifteen (15) days of the close of each month. The Contractor's invoices must be based on the rate per meal specified in Article IV, Paragraph A. All payments of invoices under this Contract are subject to County approval and acceptance prior to payment. The County will make payment on approved invoices within thirty (30) days of the County's receipt, acceptance and approval of the Contractor's invoice and supporting documentation, including all required reports.

VI. TERM

This Contract is effective on the effective date indicated on the signature page and will be for an initial two-year term. Before the Contract term ends, the Director may (but is not required to) renew this Contract, if the Director determines that renewal is in the best interest of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew the Contract for two (2) additional two-year terms. Any additional renewal of this Contract is contingent on fiscal appropriations and the approval of the Contractor.

VII. GENERAL CONDITIONS AND INSURANCE

The general Conditions of Contract Between County and Contractor ("General Conditions") are incorporated by reference into and made a part of this Contract as Attachment A. The mandatory insurance requirements listed below supersede the insurance requirements listed in Paragraph 21 of the General Conditions.

Prior to the execution of the contract by the County, the proposed awardee/contractor must obtain, at their own cost and expense, the minimum following insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Subject to applicable law, the insurance companies providing insurance coverage, as referenced in this agreement, may not limit coverage to their insured, or the County as an additional insured, to stated minimum amount(s) of insurance referenced in this contract/agreement.

Commercial General Liability

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A minimum limit of liability of one million dollars (\$1,000,000), combined single limit, for bodily injury and property damage coverage per occurrence and two million dollars (\$2,000,000) aggregate, including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors
- Products and Completed Operations
- Volunteers may not be excluded

Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limits
- Bodily Injury by Disease - \$100,000 each employee

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees must be included as an additional insured on Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods and services provided under this contract. The Additional Insured endorsements shall have no added exclusions or limitations of coverage to limits of liability contractually required; or percentage of negligence attributed to the named insured. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to Customer and failure to request evidence of this insurance shall in no way be construed as a waiver of Contractor's obligation to provide the insurance coverage specified.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, Maryland  
DHHS/CMT  
401 Hungerford Drive, 6th floor  
Rockville, Maryland 20850

VIII. Priority of Documents

The following documents are incorporated by reference and made a part of this Contract and are listed in the following order of precedence to be applied in the event of a conflict in their term:

- a. This Contract Document;
- b. The General Conditions of Contract Between County and Contractor (Attachment A)
- c. Business Associate Agreement (Attachment B)
- d. Minority, Female Disabled (MFD) Person Subcontractor Performance Plan (Attachment C)
- e. Wage Requirements for Services Contract Addendum to the General Condition of Contract Between County and Contractor (Attachment D)

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- f. Minority Business Program & Offeror's Representation (Optional) (Attachment E)
- g. Application/Vendor Information Sheet (Attachment F)
- h. Maryland Department of Aging Senior Nutrition Program Menu Policies (Attachment G)

(Signature page follows.)

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Signature Page

This Contract, which incorporates the approved Form Contract, General Conditions of Contract Between County and Contractor and all required forms under Priority of Documents, copies of which have been provided to the Contractor, is effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as the "Contractor" and Montgomery County, Maryland, hereinafter referred to as the "County". This Contract will become effective upon signature by the Director, Office of Procurement. This Contract and any renewals or extensions of this Contract are subject to the appropriation of funds.

*Part A: Contractor's Offer to Provide Services:*

(Prospective Contractor Must Complete)

Contracting Corporation, Partnership Limited  
Liability Company OR Proprietorship

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Part B: County Acceptance:*

MONTGOMERY COUNTY, MARYLAND

\_\_\_\_\_  
Avinash G. Shetty, Director  
Office of Procurement

\_\_\_\_\_  
Date

RECOMMENDATION

\_\_\_\_\_  
Raymond L. Crowel Psy.D., Director  
Department of Health and Human Services

\_\_\_\_\_  
Date

This form has been approved as to form  
by the Office of the County Attorney.

## ATTACHMENT F

### APPLICATION/VENDOR INFORMATION FORM

Name of Applicant/Vendor: \_\_\_\_\_  
(Organization Name)

Federal Taxpayer Identification # (TIN): \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Other #: \_\_\_\_\_

Type of Corporation (check one): ☐ For Profit ☐ Not-For-Profit ☐ Sole Proprietorship

Licenses/Certifications: \_\_\_\_\_  
(Please List if applicable) \_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement:**

I have received a copy of the packet for Open Solicitation # \_\_\_\_\_, reviewed the documents, and agree to the solicitation's requirements, including the insurance requirements. I have received a copy of the County's General Conditions (Attachment A) to the Pre-Approved Form Contract and accept those terms and conditions.

\_\_\_\_\_  
Signature of Person Completing this Form

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Attachment G  
**MENU POLICIES**

*Note: information in this section must be included in catering bids.*

**NUTRITION ASSURANCES**

Each meal served by the Older Americans Act-funded nutrition services provider must meet the current USDA/HHS Dietary Guidelines and must contain at least 33-1/3 percent of the current Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the National Academy of Science-National Research Council, 66-2/3 if two meals are provided and 100 percent of the DRI if 3 meals are provided per day.

**Requirements For Two Meals Daily:**

1. Congregate and home delivered meal providers serving two meals per day must furnish a total of two-thirds of the RDA.
2. If the two meals are not served to the same population, **each** meal must meet the requirements for one meal.
3. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are two different populations and each meal must meet the requirements for one meal per day.

**Requirements for Three Meals Daily:**

1. Congregate and home delivered meal providers serving three meals per day to the same population must provide 100% of the RDA.
2. In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are different populations and each meal must meet the requirements for one meal per day.

**Nutritional Oversight By Registered Dietitian:**

Each AAA is responsible for ensuring that each meal reported as an Older Americans Act meal meets the Maryland Department of Aging (MDoA) Menu Policies requirements. The nutritional value of menus shall be confirmed either by (1) Nutrient Analysis or (2) conformance to the Meal Pattern. It is the AAA/SNPs responsibility to determine whether Nutrient Analysis or Meal Patterns will be utilized to plan a menu and evaluate its nutritional sufficiency. In every case, a planned SNP menu must be reviewed and approved by a Registered Dietitian (RD) who is licensed in the State of Maryland. See Appendix A for Menu Approval Forms.

**Weekly limits on food items:**

The vast majority of programs currently provide meals no more than five (5) days per week. Menus for meals which are provided to participants six (5) or seven (7) days per week may make adjustments to the weekly limits by incorporating the additional days into the monthly meals.

**Example:**

1. A 7 day per week program provides 2 additional days per week compared to 5 day/week program.
2. Additional 2 days x 4 weeks/mo = 8 additional days. This is equivalent to one extra week per month.
3. If item is limited to 1/week, then a menu offered 7 days a week can offer that item 5 times in a month.

**Nutrient Analysis Tip:**

FREE meal-based nutrient calculation is available at – [www.supertracker.usda.gov](http://www.supertracker.usda.gov)

**Catering Contract Tip:**

SNPs may require a contractor to have a dietitian on staff to certify their menus.

## MENU PLANNING, POSTING AND RECORD RETENTION

Menus must be:

1. Planned in advance for a minimum of one month. Repetition of entrees shall be kept to a minimum. If a cycle menu is utilized, there shall be at least three cycles per year.
2. Certified in writing by a Registered Dietitian as meeting the Maryland Department of Aging Menu Policies.
3. Posted in a conspicuous location in each congregate meal site, or provided to Home Delivered Meal clients, so as to be available to all participants.
4. Adhered to. However, it is known that menus are subject to change with the seasonal availability of food items and unanticipated events. AAA Policy and Procedure manuals must indicate which staff person at the AAA is qualified to approve substitutions.
5. On file, including signed RD Approval Forms and documentation of menu changes made after the RD has approved the menus, for at least three years.

To assure that each participant is offered a meal which meets the minimum nutritional requirements, the first meal served at each nutrition site or portioned for home delivered participants, should be accurately weighed or measured by volume to provide a visual standard of reference for portion size when serving the remainder of meals. Portion control utensils should be used when serving food. Standardized recipes must be implemented to assure consistent nutritional content and adequate portion size of meals.

### **Program Administration Tip:**

Approved menu changes can be written onto the typed menu and retained in your files. Or, consider having a list of substitutions for each month's menus.

Salt substitutes shall not be provided. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.

## POPULATIONS WITH MEDICAL NEEDS: THERAPEUTIC DIETS AND LIQUID NUTRITIONAL SUPPLEMENTS

AAAs may offer therapeutic diets where feasible and appropriate to meet the particular health-related dietary needs of its participants; these diets may include meals that are mechanically altered (mechanical soft or puree diets) or which are part of a medical regime (eg, renal (pre-dialysis), bland, carbohydrate restricted, dialysis diets). AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving these meals prior to implementing these meal types. Meals for participants who require therapeutic diets may be offered only when the modified meal can be obtained from a facility where a licensed dietitian-nutritionist provides oversight of the meal preparation.

Liquid nutritional supplements may be provided to participants with limited usage as outlined in below.

1. Conventional meals are highly preferred over liquid nutritional supplements.
2. AAAs shall establish policies and procedures that detail eligibility criteria for persons receiving liquid nutritional supplements, if they are provided.
3. Liquid nutritional supplements may not replace a meal except by a physician's order or emergency/disaster situation if a meal cannot be provided and should be used only in extenuating circumstances.
4. Liquid nutritional supplements are optional, per agency discretion.

**Catering Contract Tip:**

SNPs may consider requiring a contractor to provide nutrient analysis for review on a periodic basis, for example quarterly, or at the initiation of a contract even if they plan to review menus using a Menu Pattern Approval Form.

**MENU PATTERN**

A menu may be reviewed and approved by an RD using the Meal Pattern method. This method is typically employed when an RD does not have access to nutrient analysis software, but may also be selected for other reasons, such as ease of use when making substitutions. A menu item (eg, broccoli, chicken) may only count towards meeting one meal pattern component, unless otherwise noted in the MEAL PATTERN REQUIREMENTS section.

AAAs shall decide whether the RD reviewing their menus shall utilize the Standard or Nutrient Analysis method of menu approval.

Careful appraisal of the actual foods purchased and utilized in the preparation of the meals is therefore required in order to adequately determine whether the MDoA Menu Policies will be met by the planned menu. AAAs are therefore encouraged to establish requirements for caterers to provide nutrient analysis and/or require provision of food product labels and nutritional information to the RD. A AAA should, in all cases, have the ability to review any food products prior to their being utilized within the SNP meals.

The Dietary Guidelines recommend moderate sodium (eg, salt) intake, and therefore the MDoA Menu Policies have established maximum sodium content per meal, averaged over a month. To assist SNPs in determining if food products meet the sodium limits, please refer to Chart 1, below, and review the Protein Foods section.

Chart 1: Food and Drug Administration Regulations for Low Sodium Labeling Terminology

Terms	Sodium Amount
"Sodium Free"	Less than 5 milligrams per serving
"Very low sodium"	35 milligrams or less per serving
"Low sodium"	140 milligrams or less per serving
"Reduced Sodium"	Usual sodium level is reduced by 25%
"Unsalted, no-salt-added, or without added salt"	Made without the salt that is normally used, but contains the sodium that is a natural part of the food itself.

## AAA MENU AND APPROVALS DOCUMENTATION RETENTION

### **Required AAA documentation includes:**

1. A Menu Approval Form, checked and signed by a Registered Dietitian (RD).
2. The respective menu(s) which correspond to the signed RD approval form.

**Program Administration Tip:** Keep a file for each year (October 1 – September 30) where you place each menu with its RD approval form attached, so it is ready for review when your program is monitored

Documentation must be maintained on file for a period of no less than 3 years at each AAA providing Title IIIC meals, even if a contractor serves several AAAs and the AAA is not directly responsible for contracting with the Registered Dietitian reviewing the menus.

Each menu type served by a AAA (eg, standard, special meals, emergency meals, cold plates, ethnic meals, etc.) must have separately approved and documented menus, ie, each menu has its own signed Menu Approval Form to verify that every meal type served meets minimum MDoA menu policy requirements. Annual MDoA monitoring reviews will include an audit of menu documentation for the previous 12 month period.

## EMERGENCY AND SPECIAL MEALS

All emergency, shelf stable and/or other special meals must meet the same menu requirements as conventional meals.

AAAs are encouraged to provide emergency meals to both congregate and home delivered meals participants, as feasible. Emergency, shelf stable meals are useful throughout the year, as weather emergencies and other significant natural events may occur unexpectedly regardless of season. Emergencies may impair the SNP's ability to deliver meals for a number of days at any time during the year.

### Emergency Meals Packaging Requirements:

- The package shall include menus to instruct the clients how to combine the foods to meet the meal requirements.
- If the meal is frozen, heating instructions should be provided.
- Cans are to be easy to open, with pull tabs whenever possible.
- Foods must be labeled with a use by/expiration date.

SNPs may also offer special meals to recognize holidays, birthdays or other occasions and events. These meals tend to feature additional menu items or more expensive foods than the typical meals served.

### **Catering Contract Tip:**

SNPs may indicate the minimum number of items that must be served to make a complete meal, so that participants will be provided meals with sufficient "plate appeal". For example, some SNPs feel that no fewer than 3 items should be served on a participant's plate, in addition to milk/milk product item. This may particularly apply when combination foods eg, lasagna, are served.

## MEAL PATTERN REQUIREMENTS

### Milk and Milk Alternatives

Requirement: Each meal shall offer 8 ounces of milk, or equivalent milk product, as listed below. (one source per meal; partial servings not permitted)

#### Milk and Milk Products

- 8 oz of fortified milk, lactose-reduced or buttermilk (fat free or 1%, may be flavored)
- 8 oz calcium-fortified soy/rice/almond milk (fat free or 1%, may be flavored)
- 6 oz of fat free or low fat yogurt (fruited or non-fruited)
- 1/3 cup Nonfat dry milk powder must have serving of water to accompany

#### Milk Alternatives

If milk/milk products are not preferred as evidenced by documented feedback from the SNP participants or to address food safety concerns, a milk alternative may be provided. Serving sizes may vary, depending on the product used. A milk alternative must contain at least 250 mg calcium per serving as provided to participants.

- 1 ½ oz of cheese
- ½ cup calcium processed tofu
- Calcium fortified, ready to eat cereal
- Powdered calcium-fortified beverage mix;  
must have serving of water to accompany
- 4 -6 oz of calcium fortified juice
- 3 oz Sardines (with bones)
- Liquid nutritional supplement

<p><b><u>Catering Contract Tip:</u></b> SNPs may require a specific milk/milk alternative, such as low-fat milk, to be served with meals based on client preferences.</p>
---

Use of milk alternatives to meet other meal component requirements: If a milk alternative is used in a meal, it *may* also count towards another meal pattern component, if it is provided in amounts adequate to meet the minimum serving sizes of the second component. Generally, it is recommended that SNPs avoid this “double counting” to maintain plate appeal for participants and to meet the minimum nutrient requirements for the meal.

Examples:

6 ounces calcium fortified orange juice (250 mg Calcium) = One Milk Alternative and also One Fruit/Vegetable.  
3 oz Sardines = One Milk Alternative and also One Protein Food

Religious Preclusion of Milk and Milk Products: If religious requirements preclude the acceptance of a milk or milk alternative, it may be omitted. In such cases, nutrition education which specifically, but not exclusively, includes information on high calcium food and beverage sources, must be provided to participants at least twice per year, and documentation maintained at the AAA. For example, information can be provided to participants regarding additional food and beverage choices they can make at other meals throughout the day to obtain adequate calcium intake.

## Protein Foods

Requirement: A meal shall contain at least 3 oz or a minimum of 18 grams of protein in the meat/meat alternative when one meal a day is served. Two-ounce portions containing at least 14 grams of protein per meal may be served when a second or third meal is served daily.

Breading (eg, breaded fish patty) does not count towards meeting the serving size requirement and such breading does not count towards the grain/starch requirement.

One ounce-equivalent protein food includes the following:

- 1 egg
- ½ cup (4 oz) legumes (beans and lentils)\*
- 1 ounce cooked meat, fish, poultry
- 1 oz cheese
- 2 tablespoons peanut butter
- 1/3 cup nuts
- ¼ cup cottage cheese
- ¼ cup raw, firm tofu

Note: a 3 oz. serving of meat is the size of a deck of cards.

\*Dried beans and lentils are in both the Protein Foods and the Grains/Starches group, however, can count as only one group in a meal. Legume dishes include: lima, kidney, black-eyed or split peas, navy, black, pinto or garbanzo beans, lentils, and soybeans.

To assist with planning meals which do not exceed the 10% saturated fat limit, ground red meat may be served no more than:

- 1 time or 3 ounces cooked product per week when serving 1 meal per day
- 2 servings or 6 ounces cooked product per week when serving 2 meals per day
- 3 servings or 9 ounces cooked product per week when serving 3 meals per day

Examples of ground red meat are ground beef and pork. Menu planners may wish to consider adding ground poultry (chicken or turkey) to ground red meat in order to increase or maintain the number of times participants are served ground meat dishes.

Three ounces of seafood is recommended to be served once a week for one meal per day, 5 ounces for two meals per day, and 8 ounces for three meals per day. Seafood includes fish (including “imitation crab” made from fish meat) and shellfish (eg, shrimp, oysters, crab).

## Meeting the Sodium Requirements for the Meal when planning the Entrée

Typically, the entrée contributes the majority of the sodium in a meal and can also be the most variable in sodium content, depending on the Protein Food selected as well as any sauces, gravies and other seasonings which may be added.

The following tool is provided for programs which utilize the meal pattern method, as this process does not determine the exact nutrient content of each meal:

## To meet the 1,400 mg level

The sodium in the Protein Food should not exceed 1,000 mg per serving. High sodium foods (e.g. processed cheese, hot dogs, sausage, bacon, ham, cold cuts, etc) are not recommended, unless replaced with a low-sodium version, more than:

- Twice per week for 1 meal per day
- Four times per week for 2 meals per day
- Six times per week for 3 meals per day

#### Fruits and Vegetables

Requirement: Four ounces (drained weight) of vegetables or fruits, per serving, must be included in any stew, soup, casserole, gelatin or other combination dish if serving a vegetable/fruit in the menu plan.

“Standard Meal Pattern” requirements for Fruit/Vegetable:

<b>Fruit and Vegetable</b>	<b>1 meal per day</b>	<b>2 meals per day</b>	<b>3 meals per day</b>
<b>(Vitamin A &amp; C servings can be met by either Fruit/Vegetables or Starchy Vegetables)</b>	2 rich or 4 fair Vitamin A servings per week	4 rich or 8 fair Vitamin A servings per week	6 rich or 12 fair Vitamin A servings per week
	1 rich or 2 fair Vitamin C servings daily	2 rich or 4 fair Vitamin C servings daily	3 rich or 6 fair Vitamin C servings daily

Vegetables and fruits are an important parts of the SNP meal. They not only enhance its flavor and appeal but also its nutritional quality. Lightly cooked and uncooked fruits and vegetables retain more of their natural nutrient and fiber content. Fresh fruits and vegetables should be purchased in season when they are abundant and most economical. Use of canned vegetables is discouraged due to added sodium in these products.

The physiological needs of seniors, however, must be considered when selecting and preparing vegetables. Chewing raw or lightly cooked items may be too difficult for some, especially those with dental problems.

Vegetables and fruits are generally good sources of fiber, low in fat, and are often the main sources of vitamins A and C and folic acid.

#### 1. Fruit

A serving of fruit is generally:

- ½ cup cooked, frozen or canned, drained fruit (eg, apple, pear, banana, etc)
- ½ cup 100% fruit juice
- 1/3 cup cranberry juice
- ¼ cup dried fruit
- 15 grapes

Fresh, frozen or canned fruit must be packed in its own juice or water. All juices must be 100% juice.

Fresh fruit may be cut, sliced or peeled for easy manipulation by the client.

## Vegetables

A serving of vegetables is:

- ½ cup cooked, drained fresh, frozen, canned or raw vegetable (eg, green beans, peas, etc)
- 1 cup raw leafy greens and shall consist of at least 3 different vegetable greens
- ½ cup tomato juice\*
- ½ cup 100% vegetable juice\*

\* low sodium versions may be necessary to meet the sodium limits per meal.

Lettuce and tomato served as a garnish or on a sandwich is a condiment and does not count as a serving of vegetables.

Note: Potatoes, corn and dried beans, split peas and lentils are counted a serving from the Grains/Starchy Vegetable Group (see listing on following page).

### D. Grains/Starchy Vegetables

Requirement: 2 servings for one meal per day, 4 servings for two meals per day, and 6 servings for three meals per day. Whole grains (whole wheat, oats, brown rice, wild rice, popcorn, whole rye, and whole grain multi-grains) must be served at least:

- 3 times per week for 1 meal per day
- 6 times per week for 2 meals per day
- 9 times per week for 3 meals per day

Dried beans and lentils are in both the Protein Food and the Grains/Starchy Vegetable group, however, can count as only one group in a meal. Legume dishes include: dried beans, split or black-eye peas and lentils such as lima, kidney, navy, black, pinto or garbanzo beans, lentils, and soybeans. Legumes must be served at least:

- 1 time per week for 1 meal per day
- 2 times per week for 2 or 3 meals per day



#### Catering Contract Tip:

SNPs may consider requiring at least 2 seasonal fruits and/or vegetables per week, providing a list of examples for each season.

When selecting whole grain breads and other grain products, choose ones that include the word “whole” as part of the first item on the ingredient list, such as “whole grain” or “whole wheat.” Another way of ensuring a whole grain product is to look for the “Whole Grain Stamp” (<http://www.wholegrainscouncil.org/>). The “**100% Stamp**” indicates that the food contains a full serving of whole grain whereas the “**Basic Whole Grain Stamp**” appears on products containing at least half a serving of whole grain per labeled serving.



Serving sizes for Grains:

1 slice (1 oz) bread  
½ cup cooked pasta, rice, noodles  
1 ounce ready-to-eat cereal  
1 small (2 oz) muffin  
2" cube cornbread  
1 tortilla, 6" diameter  
½ bagel, 3-4" diameter  
1 small sandwich bun  
½ cup cooked cereal

1 biscuit, 2.5" diameter  
1 waffle, 4-5" diameter  
1 slice French toast  
½ English muffin  
4-6 crackers (1 oz)  
1 pancake, 4" diameter  
½ large hotdog/hamburger bun, 1 oz  
½ cup bread dressing/stuffing

Serving size for Starchy Vegetables:

A serving is ½ cup.

Starchy Vegetables include:

Potatoes	Lima, Kidney, Garbanzo, Black and Pinto beans
Sweet potatoes	Lentils
Corn	Black-eyed peas
Yams	Split peas
Plantains	Soybeans

E. Vitamin A and Vitamin C Requirements

Vitamin A Requirements

1. When the meal pattern is followed, Vitamin A rich foods must be served 2 to 3 times per week for one meal per day.
2. When serving 2 meals per day, vitamin A rich foods must be served 4 to 6 times per week.
3. One rich source or two fair servings may be used to meet the requirements.
4. One serving of carrots or sweet potatoes/yams is equivalent to 3 servings of vitamin A rich sources.

Vitamin A Food Sources

Rich sources:

Apricots	Kale
Cantaloupe	Mango
Carrots	Spinach
Collard greens	Turnip greens, other dark green leaves
	Winter squash (Hubbard, Butternut)

Fair sources:

Tomato Sauce	Broccoli
Vegetable Juice	Pumpkin

## Vitamin C Requirements

1. For each meal, vitamin C may be provided as one serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.
2. When serving one meal per day, 1 rich or 2 fair sources must be served.
3. When serving 2 meals per day, 2 rich or 4 fair servings must be served
4. When serving 3 meals per day, 3 rich or 6 fair sources must be served.
5. Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
6. Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, except cranberry juice.

### Vitamin C Food Sources

#### Rich sources:

Broccoli	Brussels sprouts
Cantaloupe	Mandarin oranges
Cauliflower	Fruit juices, fortified with Vitamin C
Kale	
Mango	Citrus or citrus juice (Orange, grapefruit)
Strawberries	Sweet red pepper
Green pepper	Sweet potatoes/yams
Honeydew melon	Tangerine

#### Fair sources:

Asparagus	Spinach
Cabbage	Tomatoes, tomato juice or sauce
Collard greens	Turnip greens
Mustard greens	Vegetable juice
Pineapple	Watermelon
Potatoes	

Note: If a food item served is both a good/fair source of Vitamin A and Vitamin C, it may count towards meeting the requirements for both Vitamin A and Vitamin C.

### ENHANCING NUTRIENT VALUE

- Puree vegetables for sauces. Add pureed carrots and spinach.
- Add pureed carrots or squash for a healthier yet customarily orange cheese sauce to top macaroni noodles.
- Mix shredded vegetables into ground meat. North Carolina State University suggests adding grated or chopped vegetables such as carrots, sweet peppers and onions to meatloaf. In fact, you can add them to any ground meat dish such as hamburgers, sloppy Joes or meatballs. Use a food processor or blender to cut the vegetables as finely as possible.
- Bake vegetables in desserts or non-yeast breads. For carrot cake, pumpkin muffins and zucchini bread, add ½ cup fruit puree to recipes yielding 4 servings.

Adding vegetables to foods:

Cauliflower puree

Banana Bread  
Mashed Potatoes  
Chicken salad  
Mac n Cheese  
Tuna Salad  
Potato Soup  
Lasagna

Avocado Puree

Chocolate Pudding  
Chocolate Cake

Broccoli Puree

Beef Stew (puree in gravy)  
Gingerbread Spice Cake

Yellow Squash Puree

"Buttered" Noodles

Beet Puree

Chocolate Cake

Butternut Squash Puree

Coffee Cake  
Mac n Cheese  
Meatballs  
Sloppy Joes  
Tacos

Carrot Puree

Meatloaf  
Spaghetti Sauce  
Potato Soup  
Tacos  
Chili  
Brownies

Navy Bean Puree

Mac n Cheese

Spinach Puree

Brownies

Sweet Potato Puree

Pancakes  
Lasagna  
Sloppy Joes  
Tacos

Black Bean Puree

Brownies  
Burgers

How to prepare pureed vegetables:

Wash and dry. (or use canned or frozen) Cook vegetables. To cook: steam, roast or microwave. Put in food processor until smooth and creamy. You may need to add teaspoon of water to make creamy. Let cool, and package. Puree vegetables can stored in refrigerator for 2-3 days or frozen for later use.

## QUALITY STANDARDS

### Food Purchasing Standards

- Ground Beef - IMP Specifications #136. USDA Standard or better, not exceeding 20% fat, with no soy additives. Commercially prepared ground beef products (beef patties, meatballs, etc.) which contain soy additives and other fillers will be considered individually by the AAA dietitian on the basis of flavor and texture, only if the proposed serving contains at least 18 grams of protein
- Beef – No. 1 or USDA Choice cut to IMPS Specifications.
- Meat - Graded for wholesomeness and quality by USDA. Texturized Vegetable Protein (TVP) may be incorporated in recipes with a maximum ratio of 30% TVP to 70% meat. Ground Beef - USDA Utility not to exceed 18% - 22% fat.
- Poultry - USDA Grade A. No comminuted processed chicken or turkey roll may be used. When chicken parts are served, all meals shall contain like parts; i.e., boneless chicken thighs; all legs or all breasts.
- Eggs - USDA Grade A, large fresh or pasteurized
- Fresh Fruits and Vegetables - USDA No 1.
- Canned Fruits, Vegetables, and Juices - USDA Grade A. Canned Fruits shall be packed only in their natural juices (without added sugar). All juices must be 100% juice.
- Frozen Fruits, Vegetables, and Juices - USDA Grade A.

- Milk: USDA Grade A, pasteurized 1% Milk fortified with 400 IU Vitamin D per quart.
- Cheese - USDA Grade A; No cheese substitute or imitation cheese permitted.

### Food Donation Standards

Donations of food items may be prepared and served as part of SNP meal if they are safe, wholesome and able to be used as human food.

#### MAY ACCEPT

- Dried goods, (e.g., sugar, flour, etc);
- Food products that do not require refrigeration;
- Whole, fresh fruit;
- Whole, fresh vegetables;
- Baked goods (not cream-meat-filled);
- (Unopened) commercially packaged or canned foods in sound condition; and
- Commercially purchased, sealed, condiments in unopened containers (e.g., salt, sugar, ketchup, relish, mustard, jams and jellies).

#### MAY NOT ACCEPT

- Leftover food from a participant's table;
- Foods from home gardens or non-commercial kitchens;
- Swollen, leaking, rusty, severely dented food containers;
- Unpasteurized dairy products;
- Spoiled foods;
- Processed potentially hazardous foods prepared in a private home;
- Home-canned foods of any kind;
- Potentially hazardous foods that have not been stored/maintained at a temperature below 41°F or above 135°F;
- Food without a label, or with a label that indicates it is past expiration or "use by" date;
- Physically or chemically contaminated foods;
- Ungraded shell eggs;
- Custom processed meats or poultry or wild game; and
- Distressed foods damaged by fire, flood, or accident



DEPARTMENT OF AGING

**Nutrient Analysis Menu Standards**

**Average amounts per meal over one month**

This form will not be accepted without check marks based on meals/day and signature

Nutrient	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum		Minimum		Minimum	
Energy	660 calories		1,320 calories		2,000 calories	
	(No fewer than 600 calories )		(No fewer than 1,200 calories )		(No fewer than 1,800 calories)	
Protein	30 grams		55 grams		75 grams	
Fat	30% total, ≤10% saturated fat		30% total, ≤10% saturated fat		30% total, ≤10% saturated fat	
	Avoid <i>trans</i> fat		Avoid <i>trans</i> fat		Avoid <i>trans</i> fat	
	(No more than 35% per meal)		No more than 35%per meal		No more than 35%per meal	
Fiber	9 grams		18 grams		28 grams	
Calcium	330 mg		660 mg		1,000 mg	
Vitamin A	300 mcg		600 mcg		900 mcg	
Vitamin B6	0.6 mg		1.2 mg		1.7 mg	
Vitamin B12	0.8 mcg		1.6 mcg		2.4 mcg	
Vitamin C	30 mg		50 mg		75 mg	
Vitamin D	3µg		6 µg		10 µg	
Potassium	1,567 mg		3,133 mg		4,700 mg	
<b>Maximum amounts per meal averaged over one month</b>						
Sodium	1,400 mg		1,800 mg		2,300 mg	
Added Sugars	<17 g		<34g		<51g	

*I certify that I have reviewed the MDoA Menu Policy and the menu herein meets all nutritional requirements as indicated on this table and within the Menu Policy specifications. PLEASE CHECK ☒ APPROPRIATE BOXES TO INDICATE STANDARDS ARE MET FOR ONE, TWO OR THREE MEALS PER DAY.*

Menu Dates Approved:

\_\_\_\_\_

Registered Dietitian Signature:

\_\_\_\_\_

Date:



DEPARTMENT OF AGING

**Standard Meal Pattern Menu Approval Sheet**

This form will not be accepted without check marks based on meals/day and signature

Food Group	1 Meal per Day		2 Meals per Day		3 Meals per Day	
	Minimum	Check	Minimum	Check	Minimum	Check
Protein Foods	3 oz or equivalent		4 oz or equivalent		6 oz or equivalent	
	Ground red meat limit 1x/wk		Ground red meat limit 2x/wk		Ground red meat limit 3x/wk	
Fruit and Vegetable (Vitamin A & C servings can be met with either Fruit/Vegetables or Starchy Vegetables)	3 servings		6 servings		9 servings	
	2 rich or 4 fair Vitamin A servings per week		4 rich or 8 fair Vitamin A servings per week		6 rich or 12 fair Vitamin A servings per week	
	1 rich or 2 fair Vitamin C servings daily		2 rich or 4 fair Vitamin C servings daily		3 rich or 6 fair Vitamin C servings daily	
Grains and Starchy Vegetables	2 servings		4 servings		6 servings	
	Whole Grains 3 times per week		Whole Grains 6 times per week		Whole Grains 9 times per week	
	Legumes 1x/wk		Legumes 2x/wk		Legumes 3x/wk	
Milk/milk alternatives	1 serving		2 servings		3 servings	

**Maximum Calorie, Fat and Sodium Content**

**Averaged Over One Month (daily limits in parenthesis)**

Energy	660 calories		1,320 calories		2,000 calories	
	(No less than 600 calories per day)		(No less than 1,200 calories per day)		(No less than 1,800 calories per day)	
Fat	30% and ≤10% saturated fat		30% and ≤10% saturated fat		30% and ≤10% saturated fat	
	Avoid <i>trans</i> fat		Avoid <i>trans</i> fat		Avoid <i>trans</i> fat	
	(35% or less per meal)		(35% or less per meal)		(35% or less per meal)	
Sodium	1,400 mg		1,800 mg		2,300 mg	
Added Sugars	<17g		<34g		<51g	

I certify that I have reviewed the MDoA Menu Policy and the menu herein meets all nutritional requirements as indicated on this table and within the Menu Policy specifications. PLEASE CHECK ☒ APPROPRIATE BOXES TO INDICATE STANDARDS ARE MET FOR ONE, TWO OR THREE MEALS PER DAY.

Menu Dates Approved:

\_\_\_\_\_

Registered Dietitian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## 2015-2020 Dietary Guidelines

# Appendix 10. Food Sources of Potassium

Table A10-1.

## Potassium: Food Sources Ranked by Amounts of Potassium and Energy per Standard Food Portions and per 100 Grams of Foods



Food	Standard Portion Size	Calories in Standard Portion <sup>a</sup>	Potassium in Standard Portion (mg) <sup>a</sup>	Calories per 100 grams <sup>a</sup>
Potato, baked, flesh and skin	1 medium	163	941	94
Prune juice, canned	1 cup	182	707	71
Carrot juice, canned	1 cup	94	689	40
Passion-fruit juice, yellow or purple	1 cup	126-148	687	51-60
Tomato paste, canned	¼ cup	54	669	82
Beet greens, cooked	½ cup	19	654	27

from fresh

Adzuki beans, cooked	½ cup	147	612	128
White beans, canned	½ cup	149	595	114
Plain yogurt, nonfat	1 cup	127	579	56
Tomato puree	½ cup	48	549	38
Sweet potato, baked in skin	1 medium	103	542	90
Salmon, Atlantic, wild, cooked	3 ounces	155	534	182
Clams, canned	3 ounces	121	534	142
Pomegranate juice	1 cup	134	533	54
Plain yogurt, low-fat	8 ounces	143	531	63
Tomato juice, canned	1 cup	41	527	17
Orange juice, fresh	1 cup	112	496	45
Soybeans, green, cooked	½ cup	127	485	141
Chard, swiss, cooked	½ cup	18	481	20
Lima beans, cooked	½ cup	108	478	115
Mackerel, various types, cooked	3 ounces	114-171	443-474	134-201
Vegetable juice, canned	1 cup	48	468	19



canned				
Chili with beans, canned	½ cup	144	467	112
Great northern beans, canned	½ cup	150	460	114
Yam, cooked	½ cup	79	456	116
Halibut, cooked	3 ounces	94	449	111
Tuna, yellowfin, cooked	3 ounces	111	448	130
Acorn squash, cooked	½ cup	58	448	56
Snapper, cooked	3 ounces	109	444	128
Soybeans, mature, cooked	½ cup	149	443	173
Tangerine juice, fresh	1 cup	106	440	43
Pink beans, cooked	½ cup	126	430	149
Chocolate milk (1%, 2% and whole)	1 cup	178-208	418-425	71-83
Amaranth leaves, cooked	½ cup	14	423	21
Banana	1 medium	105	422	89
Spinach, cooked from fresh or	½ cup	21-25	370-419	23
canned				
Black turtle beans,	½ cup	121	401	130

cooked				
Peaches, dried, uncooked	¼ cup	96	399	239
Prunes, stewed	½ cup	133	398	107
Rockfish, Pacific, cooked	3 ounces	93	397	109
Rainbow trout, wild or farmed, cooked	3 ounces	128-143	381-383	150-168
Skim milk (nonfat)	1 cup	83	382	34
Refried beans, canned, traditional	½ cup	106	380	89
Apricots, dried, uncooked	¼ cup	78	378	241
Pinto beans, cooked	½ cup	123	373	143
Lentils, cooked	½ cup	115	365	116
Avocado	½ cup	120	364	160
Tomato sauce, canned	½ cup	30	364	24
Plantains, slices, cooked	½ cup	89	358	116
Kidney beans, cooked	½ cup	113	357	127
Navy beans, cooked	½ cup	128	354	140

<sup>a</sup>Source: U.S Department of Agriculture, Agricultural Research Service, Nutrient Data Laboratory. 2014. USDA National Nutrient Database for Standard Reference, Release 27. Available at: <http://www.ars.usda.gov/nutrientdata> (<http://www.ars.usda.gov/nutrientdata>).

## 2015-2020 Dietary Guidelines

# Appendix 11. Food Sources of Calcium

Table A11-1.

## Calcium: Food Sources Ranked by Amounts of Calcium and Energy per Standard Food Portions and per 100 Grams of Foods



Food	Standard Portion Size	Calories in Standard Portion <sup>a</sup>	Calcium in Standard Portion (mg) <sup>a</sup>	Calories per 100 grams <sup>a</sup>
Fortified ready-to-eat cereals (various) <sup>b</sup>	¾-1¼ cup	70-197	137-1,000	234-394
Pasteurized processed American cheese	2 ounces	210	593	371
Parmesan cheese, hard	1.5 ounces	167	503	392
Plain yogurt, nonfat	8 ounces	127	452	56
Romano cheese	1.5 ounces	165	452	387
Almond milk (all flavors) <sup>b</sup>	1 cup	91-120	451	38-50

Pasteurized processed Swiss cheese	2 ounces	189	438	334
Tofu, raw, regular, prepared with calcium sulfate	½ cup	94	434	76
Gruyere cheese	1.5 ounces	176	430	413
Plain yogurt, low-fat	8 ounces	143	415	63
Vanilla yogurt, low-fat	8 ounces	193	388	85
Pasteurized processed American cheese food	2 ounces	187	387	330
Fruit yogurt, low-fat	8 ounces	238	383	105
Orange juice, calcium fortified <sup>b</sup>	1 cup	117	349	47
Soymilk (all flavors) <sup>b</sup>	1 cup	109	340	45
Ricotta cheese, part skim	½ cup	171	337	138
Swiss cheese	1.5 ounces	162	336	380
Evaporated milk	½ cup	170	329	135
Sardines, canned in oil, drained	3 ounces	177	325	208
Provolone cheese	1.5 ounces	149	321	351
Monterey cheese	1.5 ounces	159	317	373

Mustard spinach (tendergreen), raw	1 cup	33	315	22
Muenster cheese	1.5 ounces	156	305	368
Low-fat milk (1%)	1 cup	102	305	42
Mozzarella cheese, part- skim	1.5 ounces	128	304	301
Skim milk (nonfat)	1 cup	83	299	34
Reduced fat milk (2%)	1 cup	122	293	50
Colby cheese	1.5 ounces	167	291	394
Low-fat chocolate milk (1%)	1 cup	178	290	71
Cheddar cheese	1.5 ounces	173	287	406
Rice drink <sup>b</sup>	1 cup	113	283	47
Whole buttermilk	1 cup	152	282	62
Whole chocolate milk	1 cup	208	280	83
Whole milk	1 cup	149	276	61
Reduced fat chocolate milk (2%)	1 cup	190	273	76
Ricotta cheese, whole milk	½ cup	216	257	174

<sup>a</sup>Source: U.S Department of Agriculture, Agricultural Research Service, Nutrient Data Laboratory. 2014. USDA National Nutrient Database for Standard Reference, Release 27. Available at: <http://www.ars.usda.gov/nutrientdata> (<http://www.ars.usda.gov/nutrientdata>).



<sup>b</sup>Calcium fortified.

## 2015-2020 Dietary Guidelines

# Appendix 12. Food Sources of Vitamin D

Table A12-1.

## Vitamin D: Food Sources Ranked by Amounts of Vitamin D and Energy per Standard Food Portions and per 100 Grams of Foods



Food	Standard Portion Size	Calories in Standard Portion <sup>a</sup>	Vitamin D in Standard Portion (µg) <sup>a,b</sup>	Calories per 100 grams <sup>a</sup>
Salmon, sockeye, canned	3 ounces	142	17.9	167
Trout, rainbow, farmed, cooked	3 ounces	143	16.2	168
Salmon, chinook, smoked	3 ounces	99	14.5	117
Swordfish, cooked	3 ounces	146	14.1	172
Sturgeon, mixed species, smoked	3 ounces	147	13.7	173
Salmon, pink, canned	3 ounces	117	12.3	138

Fish oil, cod liver	1 tsp	41	11.3	902
Cisco, smoked	3 ounces	150	11.3	177
Salmon, sockeye, cooked	3 ounces	144	11.1	169
Salmon, pink, cooked	3 ounces	130	11.1	153
Sturgeon, mixed species, cooked	3 ounces	115	11.0	135
Whitefish, mixed species, smoked	3 ounces	92	10.9	108
Mackerel, Pacific and jack, cooked	3 ounces	171	9.7	201
Salmon, coho, wild, cooked	3 ounces	118	9.6	139
Mushrooms, portabella, exposed to UV light, grilled	½ cup	18	7.9	29
Tuna, light, canned in oil, drained	3 ounces	168	5.7	198
Halibut, Atlantic and Pacific, cooked	3 ounces	94	4.9	111
Herring, Atlantic, cooked	3 ounces	173	4.6	203
Sardine, canned in oil, drained	3 ounces	177	4.1	208
Rockfish, Pacific, mixed species, cooked	3 ounces	93	3.9	109
Whole milk <sup>c</sup>	1 cup	149	3.2	61
Whole chocolate milk <sup>c</sup>	1 cup	208	3.2	83



Tilapia, cooked	3 ounces	109	3.1	128
Flatfish (flounder and sole), cooked	3 ounces	73	3.0	86
Reduced fat chocolate milk (2%) <sup>c</sup>	1 cup	190	3.0	76
Yogurt (various types and flavors) <sup>c</sup>	8 ounces	98-254	2.0-3.0	43-112
Milk (non-fat, 1% and 2%) <sup>c</sup>	1 cup	83-122	2.9	34-50
Soymilk <sup>c</sup>	1 cup	109	2.9	45
Low-fat chocolate milk (1%) <sup>c</sup>	1 cup	178	2.8	71
Fortified ready-to-eat cereals (various) <sup>c</sup>	1⅓-1¼ cup	74-247	0.2-2.5	248-443
Orange juice, fortified <sup>c</sup>	1 cup	117	2.5	47
Almond milk (all flavors) <sup>c</sup>	1 cup	91-120	2.4	38-50
Rice drink <sup>c</sup>	1 cup	113	2.4	47
Pork, cooked (various cuts)	3 ounces	122-390	0.2-2.2	143-459
Mushrooms, morel, raw	½ cup	10	1.7	31
Margarine (various) <sup>c</sup>	1 Tbsp	75-100	1.5	533-717
Mushrooms, Chanterelle, raw	½ cup	10	1.4	38
Egg, hard-boiled	1 large	78	1.1	155

<sup>a</sup> Source: U.S Department of Agriculture, Agricultural Research Service, Nutrient Data Laboratory. 2014. USDA National Nutrient Database for Standard Reference, Release 27. Available at: <http://www.ars.usda.gov/nutrientdata> (<http://www.ars.usda.gov/nutrientdata>).

<sup>b</sup> 1 µg of vitamin D is equivalent to 40 IU.

<sup>c</sup> Vitamin D fortified.

## 2015-2020 Dietary Guidelines

# Appendix 13. Food Sources of Dietary Fiber

Table A13-1.

## Dietary Fiber: Food Sources Ranked by Amounts of Dietary Fiber and Energy per Standard Food Portions and per 100 Grams of Foods



Food	Standard Portion Size	Calories in Standard Portion <sup>a</sup>	Dietary Fiber in Standard Portion (g) <sup>a</sup>	Calories per 100 grams <sup>a</sup>
High fiber bran ready-to-eat cereal	⅓ – ¾ cup	60-81	9.1-14.3	200-260
Navy beans, cooked	½ cup	127	9.6	140
Small white beans, cooked	½ cup	127	9.3	142
Yellow beans, cooked	½ cup	127	9.2	144
Shredded wheat ready-to-eat cereal (various)	1-1 ¼ cup	155-220	5.0-9.0	321-373
Cranberry (roman)	½ cup	120	8.9	136

## beans, cooked

Adzuki beans, cooked	½ cup	147	8.4	128
French beans, cooked	½ cup	114	8.3	129
Split peas, cooked	½ cup	114	8.1	116
Chickpeas, canned	½ cup	176	8.1	139
Lentils, cooked	½ cup	115	7.8	116
Pinto beans, cooked	½ cup	122	7.7	143
Black turtle beans, cooked	½ cup	120	7.7	130
Mung beans, cooked	½ cup	106	7.7	105
Black beans, cooked	½ cup	114	7.5	132
Artichoke, globe or French, cooked	½ cup	45	7.2	53
Lima beans, cooked	½ cup	108	6.6	115
Great northern beans, canned	½ cup	149	6.4	114
White beans, canned	½ cup	149	6.3	114
Kidney beans, all types, cooked	½ cup	112	5.7	127
Pigeon peas, cooked	½ cup	102	5.6	121
Cowpeas, cooked	½ cup	99	5.6	116
Wheat bran flakes ready-to-eat cereal (various)	¾ cup	90-98	4.9-5.5	310-328

Pear, raw	1 medium	101	5.5	57
Pumpkin seeds, whole, roasted	1 ounce	126	5.2	446
Baked beans, canned, plain	½ cup	119	5.2	94
Soybeans, cooked	½ cup	149	5.2	173
Plain rye wafer crackers	2 wafers	73	5.0	334
Avocado	½ cup	120	5.0	160
Broadbeans (fava beans), cooked	½ cup	94	4.6	110
Pink beans, cooked	½ cup	126	4.5	149
Apple, with skin	1 medium	95	4.4	52
Green peas, cooked (fresh, frozen, canned)	½ cup	59-67	3.5-4.4	69-84
Refried beans, canned	½ cup	107	4.4	90
Chia seeds, dried	1 Tbsp	58	4.1	486
Bulgur, cooked	½ cup	76	4.1	83
Mixed vegetables, cooked from frozen	½ cup	59	4.0	65
Raspberries	½ cup	32	4.0	52
Blackberries	½ cup	31	3.8	43
Collards, cooked	½ cup	32	3.8	33
Soybeans, green, cooked	½ cup	127	3.8	141

Prunes, stewed	½ cup	133	3.8	107
Sweet potato, baked in skin	1 medium	103	3.8	90
Figs, dried	¼ cup	93	3.7	249
Pumpkin, canned	½ cup	42	3.6	34
Potato, baked, with skin	1 medium	163	3.6	94
Popcorn, air-popped	3 cups	93	3.5	387
Almonds	1 ounce	164	3.5	579
Pears, dried	¼ cup	118	3.4	262
Whole wheat spaghetti, cooked	½ cup	87	3.2	124
Parsnips, cooked	½ cup	55	3.1	71
Sunflower seed kernels, dry roasted	1 ounce	165	3.1	582
Orange	1 medium	69	3.1	49
Banana	1 medium	105	3.1	89
Guava	1 fruit	37	3.0	68
Oat bran muffin	1 small	178	3.0	270
Pearled barley, cooked	½ cup	97	3.0	123
Winter squash, cooked	½ cup	38	2.9	37
Dates	¼ cup	104	2.9	282
Pistachios, dry roasted	1 ounce	161	2.8	567
Pecans, oil roasted	1 ounce	203	2.7	715

Hazelnuts or filberts	1 ounce	178	2.7	628
Peanuts, oil roasted	1 ounce	170	2.7	599
Whole wheat paratha bread	1 ounce	92	2.7	326
Quinoa, cooked	½ cup	111	2.6	120

<sup>a</sup>Source: U.S Department of Agriculture, Agricultural Research Service, Nutrient Data Laboratory. 2014. USDA National Nutrient Database for Standard Reference, Release 27. Available at: <http://www.ars.usda.gov/nutrientdata> (<http://www.ars.usda.gov/nutrientdata>).

## 2015-2020 Dietary Guidelines

# Appendix 14. Food Safety Principles and Guidance

An important part of healthy eating is keeping foods safe. It is estimated that foodborne illness affects about 1 in 6 Americans (or 48 million people), leading to 128,000 hospitalizations and 3,000 deaths every year.<sup>[1]</sup> Food may be handled numerous times as it moves from the farm to homes. Individuals in their own homes can reduce contaminants and help keep food safe to eat by following safe food handling practices. Four basic food safety principles work together to reduce the risk of foodborne illness—Clean, Separate, Cook, and Chill. These four principles are the cornerstones of Fight BAC!<sup>®</sup>, a national food safety education campaign aimed at consumers.

## Clean

Microbes, such as bacteria and viruses, can be spread throughout the kitchen and get onto hands, cutting boards, utensils, countertops, reusable grocery bags, and foods. This is called “cross-contamination.” Hand washing is important to prevent contamination of food with microbes from raw animal products (e.g., raw seafood, meat, poultry, and eggs) and from people (e.g., cold, flu, and Staph infections). Frequent cleaning of surfaces is essential in preventing cross-contamination. To reduce microbes and contaminants from foods, all produce, regardless of where it was grown or purchased, should be thoroughly rinsed. This is particularly important for produce that will be eaten raw.

## Hands

Hands should be washed before and after preparing food, especially after handling raw seafood, meat, poultry, or eggs, and before eating. In addition, hand washing is recommended after going to the bathroom, changing diapers, coughing or sneezing, tending to someone who is sick or injured, touching animals, and handling garbage. Hands should be washed using soap and water. Soaps with antimicrobial agents are not needed for consumer hand washing, and their use over time can lead to growth of microbes resistant to these agents. Alcohol-based ( $\geq 60\%$ ), rinse-free hand sanitizers should be used when hand washing with soap is not possible. Hand sanitizers are not as effective when hands are visibly dirty or greasy.

## Wash Hands With Soap and Water



## Wash Hands with Soap and Water

- Wet hands with clean running water (warm or cold), turn off tap, and apply soap.
- Rub hands together to make lather and scrub the back of hands, between fingers, and under nails for at least 20 seconds. If you need a timer you can hum the “happy birthday” song from beginning to end twice.
- Rinse hands well under running water.
- Dry hands using a clean towel or air dry them.

## Surfaces

Surfaces should be washed with hot, soapy water. A solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of water can be used to sanitize surfaces. All kitchen surfaces should be kept clean, including tables, countertops, sinks, utensils, cutting boards, and appliances. For example, the insides of microwaves easily become soiled with food, allowing microbes to grow. They should be cleaned often.

## Keep Appliances Clean

- At least once a week, throw out refrigerated foods that should no longer be eaten.
- Cooked leftovers should be discarded after 4 days; raw poultry and ground meats, 1 to 2 days.
- Wipe up spills immediately—clean food-contact surfaces often.
- Clean the inside and the outside of appliances. Pay particular attention to buttons and handles where cross-contamination to hands can occur.

## Foods

**Vegetables and fruits.** All produce, regardless of where it was grown or purchased, should be thoroughly rinsed. However, any precut packaged items, like lettuce or baby carrots, are labeled as prewashed and ready-to-eat. These products can be eaten without further rinsing.

- Rinse fresh vegetables and fruits under running water just before eating, cutting, or cooking.

- Do not use soap or detergent to clean produce; commercial produce washes are not needed.
- Even if you plan to peel or cut the produce before eating, it is still important to thoroughly rinse it first to prevent microbes from transferring from the outside to the inside of the produce.
- Scrub the skin or rind of firm produce, such as melons and cucumbers, with a clean produce brush while you rinse it.
- Dry produce with a clean cloth towel or paper towel to further reduce bacteria that may be present. Wet produce can allow remaining microbes to multiply faster.

**Seafood, meat, and poultry.** Raw seafood, meat, and poultry should not be rinsed. Bacteria in these raw juices can spread to other foods, utensils, and surfaces, leading to foodborne illness.

## Separate

Separating foods that are ready-to-eat from those that are raw or that might otherwise contain harmful microbes is key to preventing foodborne illness. Attention should be given to separating foods at every step of food handling, from purchase to preparation to serving.

## Separate Foods When Shopping

- Place raw seafood, meat, and poultry in plastic bags. Separate them from other foods in your grocery cart and bags.
- Store raw seafood, meat, and poultry below ready-to-eat foods in your refrigerator.
- Clean reusable grocery bags regularly. Wash canvas and cloth bags in the washing machine and wash plastic reusable bags with hot, soapy water.

## Separate Foods When Preparing and Serving Food

- Always use a clean cutting board for fresh produce and a separate one for raw seafood, meat, and poultry.

- Always use a clean plate to serve and eat food.
- Never place cooked food back on the same plate or cutting board that previously held raw food.

## Cook and Chill

Seafood, meat, poultry, and egg dishes should be cooked to the recommended safe minimum internal temperature to destroy harmful microbes (see [Table A14-1](#)). It is not always possible to tell whether a food is safe by how it looks. A food thermometer should be used to ensure that food is safely cooked and that cooked food is held at safe temperatures until eaten. In general, the food thermometer should be placed in the thickest part of the food, not touching bone, fat, or gristle. The manufacturer's instructions should be followed for the amount of time needed to measure the temperature of foods. Food thermometers should be cleaned with hot, soapy water before and after each use.

Temperature rules also apply to microwave cooking. Microwave ovens can cook unevenly and leave "cold spots" where harmful bacteria can survive. When cooking using a microwave, foods should be stirred, rotated, and/or flipped periodically to help them cook evenly. Microwave cooking instructions on food packages always should be followed.

## Keep Foods at Safe Temperatures

- Hold cold foods at 40°F or below.
- Keep hot foods at 140°F or above.
- Foods are no longer safe to eat when they have been in the danger zone of 40-140°F for more than 2 hours (1 hour if the temperature was above 90°F).
  - When shopping, the 2-hour window includes the amount of time food is in the grocery basket, car, and on the kitchen counter.
  - As soon as frozen food begins to thaw and become warmer than 40°F, any bacteria that may have been present before freezing can begin to multiply. Use one of the three safe ways to thaw foods: (1) in the refrigerator, (2) in cold water (i.e., in a leak proof bag, changing cold water every 30 minutes), or (3) in the microwave. Never thaw food on the counter. Keep your refrigerator at 40°F or below.

- Keep your freezer at 0°F or below. Monitor these temperatures with appliance thermometers.

Table A14-1.

## Recommended Safe Minimum Internal Temperatures

Consumers should cook foods to the minimum internal temperatures shown below. The temperature should be measured with a clean food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least 3 minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.

Food	Degrees Fahrenheit
<b>Ground Meat and Meat Mixtures</b>	
Beef, Pork, Veal, Lamb	160
Turkey, Chicken	165
<b>Fresh Beef, Pork, Veal, Lamb</b>	
Steaks, roasts, chops	145
<b>Poultry</b>	
Chicken and Turkey,  whole	165
Poultry breasts, roasts	165

**Roasts**

Poultry thighs, wings	165
Duck and Goose	165
Stuffing (cooked alone or in bird)	165
<b>Fresh Pork</b>	160
<b>Ham</b>	
Fresh Ham (raw)	145
Pre-cooked Ham (to reheat)	140
<b>Eggs and Egg Dishes</b>	
Eggs	Cook until yolk and white are firm.
Egg dishes	160
<b>Fresh Seafood</b>	
Finfish	145 Cook fish until it is opaque (milky white) and flakes with a fork.
Shellfish	Cook shrimp, lobster, and scallops until they reach their appropriate color. The flesh of shrimp and lobster should be an opaque (milky white) color. Scallops should be opaque (milky white) and firm.

Cook clams, mussels, and oysters until their shells open. This means that they are done. Throw away the ones that didn't open.

Shucked clams and shucked oysters are fully cooked when they are opaque (milky white) and firm.

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<b>Leftovers and Casseroles</b>	165
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## Risky Eating Behaviors

Harmful bacteria, viruses, and parasites usually do not change the look or smell of food. This makes it impossible for consumers to know whether food is contaminated. Consumption of raw or undercooked animal food products increases the risk of contracting a foodborne illness. Raw or undercooked foods commonly eaten in the United States include eggs (e.g., eggs with runny yolks), ground beef (e.g., undercooked hamburger), dairy (e.g., cheese made from unpasteurized milk), and seafood (e.g., raw oysters). Cooking foods to recommended safe minimum internal temperatures and consuming only pasteurized dairy products are the best ways to reduce the risk of foodborne illness from animal products. Always use pasteurized eggs or egg products when preparing foods that are made with raw eggs (e.g., eggnog, smoothies and other drinks, hollandaise sauce, ice cream, and uncooked cookie dough). Consumers who choose to eat raw seafood despite the risks should choose seafood that has been previously frozen, which will kill parasites but not harmful microbes.

## Specific Populations at Increased Risk of Foodborne Illness

Some individuals, including women who are pregnant and their unborn children, young children, older adults, and individuals with weakened immune systems (such as those living with HIV

infection, cancer treatment, organ transplant, or liver disease), are more susceptible than the general population to the effects of foodborne illnesses such as listeriosis and salmonellosis. The outcome of contracting a foodborne illness for these individuals can be severe or even fatal. They need to take special care to keep foods safe and to not eat foods that increase the risk of foodborne illness. Women who are pregnant, infants and young children, older adults, and people with weakened immune systems should only eat foods containing seafood, meat, poultry, or eggs that have been cooked to recommended safe minimum internal temperatures. They also should take special precautions not to consume unpasteurized (raw) juice or milk or foods made from unpasteurized milk, like some soft cheeses (e.g., Feta, queso blanco, queso fresco, Brie, Camembert cheeses, blue-veined cheeses, and Panela). They should reheat deli and luncheon meats and hot dogs to steaming hot to kill *Listeria*, the bacteria that causes listeriosis, and not eat raw sprouts, which also can carry harmful bacteria.

## Resources for Additional Food Safety Information

Federal Food Safety Gateway: [www.foodsafety.gov](http://www.foodsafety.gov) (<http://www.foodsafety.gov/>)

Fight BAC!®: [www.fightbac.org](http://www.fightbac.org) (<http://www.fightbac.org/>)

Be Food Safe: [www.befoodsafe.gov](http://www.befoodsafe.gov) (<http://www.befoodsafe.gov/>)

Is It Done Yet?: [www.isitdoneyet.gov](http://www.isitdoneyet.gov) ([http://www.isitdoneyet.gov](http://www.isitdoneyet.gov/))

Thermy™: <http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/teach-others/fsis-educational-campaigns/thermy>  
(<http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/teach-others/fsis-educational-campaigns/thermy>)

For more information and answers to specific questions:

- Call the USDA Meat and Poultry Hotline 1-888-MPHotline (1-888-674-6854) TTY: 1-800- 256-7072. Hours: 10:00 a.m. to 4:00 p.m. Eastern time, Monday through Friday, in English and Spanish, or email: [mph hotline.fsis@usda.gov](mailto:mph hotline.fsis@usda.gov) (<mailto:mph hotline.fsis@usda.gov>)
- Visit “Ask Karen,” FSIS’s Web-based automated response system at [www.fsis.usda.gov](http://www.fsis.usda.gov) (<http://www.fsis.usda.gov>)

# Notes

[1] <http://www.cdc.gov/foodborneburden/> (<http://www.cdc.gov/foodborneburden/>) Accessed June 1, 2015.