

Congregate Meals Policies & Procedures Manual

Please contact your Agency
Services Representative
with any questions
or concerns.



Congregate Meal Sites

Congregate Meal Sites include any partners that prepare and serve meals to clients. For client safety, these partners are subject to additional health and safety requirements.

Refer to the “Donated” or “TEFAP” requirements, which is dependent on the type of food your agency receives.

Preparing Food

Partner agencies that prepare and serve meals must meet the following requirements:

- Have a current health department permit, inspection, or license to operate. Every county differs, refer to your local Health Department.
 - Submit copies of these records to your Agency Services Representative.
 - Agencies must notify SMFB of any changes to their licensure.
- At least one person with a current Food Protection Manager Certification must be present during meal preparation and service. Other staff or volunteers should have food safety training.¹
 - Submit a copy of the Food Protection Manager Certification to your Agency Services Representative.

Requirements for TEFAP Commodities

Agencies may receive TEFAP and/or Donated product to prepare congregate meals. In addition to the signs and forms previously specified in this manual, **partners that receive TEFAP commodities must meet the following requirements:**

- Agencies receiving TEFAP product must be open to serve the public.²
- Agencies do not need to record client information or screen for eligibility, but clients should be understood to be predominantly needy persons.³
 - Agencies may serve meals to individuals who are not income eligible as long as the non-eligible people are common beneficiaries with the eligible people in the program, or the non-eligible people are few in number and

¹ FA Member Contract. Appendix D, page 49-50

² CHRP Manual (2022), page 28

³ CHRP Manual (2022), page 18

receive meals as an incidence of their service to the eligible people.⁴

- In addition to signs and forms required for all St. Mary's partners, (such as Hours of Operation and a Nondiscrimination Statement), TEFAP agencies must post the following information for clients:
 - TEFAP income guidelines.
 - By posting guidelines these guidelines, clients can be understood to have self-declared they meet those requirements when they request service.⁵ Note: Income guidelines may change annually.
 - Civil Rights Complaint/Grievance Form to be utilized if a client feels they did not have equal access to services.⁶
 - The client must address the civil rights complaint directly as indicated on the "And Justice for All" poster.
 - Complainants have up to 180 days to file a Civil Rights complaint after an incident occurs.
 - Civil Rights complaints must be sent to SMFB within 1 day of the agency receiving them.⁷
 - "And Justice for All" poster (11x17 size)⁸
 - Americans with Disabilities Act Notice⁹
- Required signs are available from the Arizona Department of Economic Security's Document Center at: <https://des.az.gov/documents-center>

⁴ CHRP Manual (2022), page 18

⁵ CHRP Manual (2022), page 27

⁶ CHRP Manual (2022), page 25

⁷ CHRP Manual (2022), page 24-25

⁸ CHRP Manual (2022), page 21

⁹ CHRP Manual (2022), page 21

Agencies that serve **Congregate Meals**, must complete the following records and reports:

Program:	Congregate Meal Services
Client Visit Requirements:	Non-USDA programs: no requirements. Partners that receive TEFAP commodities: Service is to predominantly needy persons and open to the public
Reporting Information Required:	Number of Meals Served
Records Required:	Count of number of meals served in a month
Reporting Location:	Link2Feed Entry for both a Congregate Meal & TEFAP product
Reporting Due Date:	Link2Feed Submission due by the 1 st of the following month. For TEFAP an MIPR is required by the 1 st of the month