



# Nevada Office of HIV

## Nevada Ryan White Part B Program

### Food Bank/Home Delivered Meals Services

#### I. HRSA Service Definition

Food Bank/Home Delivered Meals refers to the provision of actual food items, hot meals, or a voucher program to purchase food. This also includes the provision of essential non-food items that are limited to the following:

- *Personal hygiene products*
- *Household cleaning supplies*
- *Water filtration/purification systems in communities where issues of water safety exist\**

Program Guidance: Unallowable costs **include** household appliances, pet foods, and other non-essential products.

The State of Nevada recommends that all agencies utilize validated best practices for the execution of their service category. If an agency needs resources or recommendations to locate or implement best practice tools please contact the Recipient Office which will provide necessary guidance. It is an expectation that all agencies implement a program that can have measurable positive effects for our clients.

#### II. Service Goals and Objectives

The overall goal of Food Bank/Home Delivered Meal services is to assist eligible People Living with HIV (PLWH) with food assistance to ensure access to adequate caloric intake by providing meals and food that is well balanced, safe and tailored to the individuals specific dietary needs that will assist in maximizing the benefits of medical interventions and care.

#### III. Currently Funded Food Bank/Home Delivered Meals Services

Services supported are limited to the following:

- A) Food Vouchers
- B) Food Items
- C) Home Delivered Meals

#### IV. Food Bank/Home Delivered Meals

##### Food Vouchers. (Service A)

This service provides vouchers, which may be exchanged for food at cooperating supermarkets, or meals at clinics or social services agencies. **Alcohol, marijuana and/or tobacco products are NOT ALLOWABLE purchases with issued food vouchers.** Vouchers may not be redeemed for cash.



## **Nevada Office of HIV**

### **Nevada Ryan White Part B Program**

### **Food Bank/Home Delivered Meals Services**

#### **Food Items (Service B)**

This service is the provision of actual food items distributed through a central location and provides nutritious groceries for clients. The food should be distributed in cartons, bags or assorted products to eligible clients.

#### **Home Delivered Meals (Service C)**

This service provides nutritionally balanced home delivered meals for clients with HIV/AIDS who are indigent, disabled or homebound, and/or who cannot shop or prepare (or have others shop for or prepare) their own food. This includes the provision of both frozen and hot meals. Subrecipients shall assure and agree to produce meals and/or food packages which include high quality foods appropriate for individuals with HIV infection which are culturally appropriate, nutritionally balanced, and which are appealing to those receiving the service.

## **V. Process**

The Service Standards provide a step-by-step process for conducting Medical Nutritional activities. The process steps below provide additional information in implementing these roles.

- A. Before services are provided under this Service Category, subrecipient staff must ensure current Ryan White Part B enrollment through CAREWare's Eligibility and Enrollment Fields tab.
- B. Timelines: All completed service notes and follow-up documents must be input into a client's file within 48 hours of service.
- C. Any subrecipient providing Food Bank/Home Delivered Meals must comply with federal, state, and local regulations regarding the provision of food bank services and/or home delivered meals including any required licensure and/or certifications.
- D. Subrecipient shall meet recognized industry standards pertaining to; proper temperature, storage, menu development, purchasing, food preparation, and service of safe food and beverage products and transportation of food.
- E. As the Ryan White Program is a payer of last resort, subrecipients' shall stay current on other foodbank/home delivered meal service providers in the service area and educate clients on how to access those outside providers.
- F. Programs contracting for food services will ensure menus and food choices are developed with the help of a Registered Dietician (RD).



## Nevada Office of HIV Nevada Ryan White Part B Program Food Bank/Home Delivered Meals Services

- G. A client who is identified in-need of Medical Nutrition Therapy shall be referred to a Registered Dietitian (RD) for an individual assessment, evaluation, and counseling.
- H. Food distributed by subrecipient shall be fresh (for packaged food, not beyond the recommended expiration dates), free from filth or vermin and, until distributed to clients, properly stored and handled to maximize shelf life and minimize spoilage.
- I. Subrecipients will establish the appropriate number of food services a client shall receive, reflected in the Statement of Work.
- J. Subrecipients will develop a blank statement form for client’s signature ensuring that all purchases with vouchers will be for food items only. The blank statement should expressly state that the following items are prohibited: Alcohol, marijuana and/or tobacco products are **NOT ALLOWBLE** purchases with issued food vouchers.

### VI. Knowledge, Skills, and Experience

This program requires that providers adhere to all federal, state and local public health food safety regulations and obtain all appropriate licensure/certification for Food Bank/Home-Delivered Meals, where required under State and/or local regulations. The participating Registered Dietician must be Licensed in the State of Nevada.

### VI. Summary

These service specific standards shall be followed by all funded providers that provide Part B funded Food Bank/Home Delivered Meals. It is expected that all providers follow these standards as well as the universal programmatic and administrative National Monitoring Standards. Provider organizations and staff may exceed any of these standards as part of the program delivery.

### VII. Recommendations

All Part B funded providers are to adhere to these service category specific standards, program standards, the primary program standards and ensure that they are familiar with their individual Part B subgrant to meet the expectations of their deliverables.

### VIII. Revision Schedule

Published	May 9, 2019	Located at <a href="http://endhivnevada.org">endhivnevada.org</a>
Published	August 12, 2022	Located at <a href="http://endhivnevada.org">endhivnevada.org</a>

### IX. Contact

For further information or clarification please contact the Nevada Office of HIV,  
[NVRWPB@health.nv.gov](mailto:NVRWPB@health.nv.gov)