



POLICY AND PROCEDURE NOTICE: PPPN-049 FOOD BANK/HOME-DELIVERED MEALS

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to provide a standard Priority Service definition and requirements.

Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A
<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf>
- HAB PCN #16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds
https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Frequently Asked Questions
https://hab.hrsa.gov/sites/default/files/hab/Global/faq_service_definitions_pcn_final.pdf
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B (Covers Both Fiscal and Program Requirements)
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

Background:

Atlanta EMA Quality Management Standards

The purpose of the Ryan White Part A quality management standards and measures is to ensure that a uniformity of service exists in the Atlanta Eligible Metropolitan Area (EMA) such that the consumers of a service receive the same quality of service regardless of where the service is rendered. These standards set forth the minimal acceptable levels of quality in service delivery and to provide measurement of the effectiveness of services. EMA Standards of Care may be found on the Ryan White Part A website at www.ryanwhiteatl.org.

Also see PPPN-038 Compliance with Standards.

Service Definition

Food Bank/Home Delivered Meals refers to the provision of actual food items, hot meals, or a voucher program to purchase food. Services may include:

- The provision of actual food items

- Provision of hot meals
- A voucher program to purchase food

Policy and Procedure:

1. Subrecipient is expected to maintain documentation of the following which shall be made available to the recipient and HRSA upon request and during Ryan White Part A site visits:
 - Services provided by type of services, number of clients served, and levels of service
 - Amounts and use of funds for purchase of allowable non-food items
 - Compliance with all federal, state, and local laws regarding the provision of food bank, home-delivered meals and food voucher programs including any required licensure and/or certification

Unit of Service Definition

Foodbank/home-delivered meals			
Subservice Name	Definition	Unit	Funding Sources
Delivery of Home- Delivered	Delivery of meal only, no preparation of meal.	Meal	A, Other
Food Pantry	Provision of food pantry items regardless of Dietary needs.	Meal	A,B, Other
Group Meal	Provision of meal in group setting. Number of meals served to clients, not number of purchased meals for group.	Meal	A, Other
Home-Delivered Meal	Preparation and delivery of meal.	Meal	A, Other
Mechanical Soft Meal	Provision of soft food following dental visit.	Meal	A, Other
Meal Voucher	Provision of voucher to purchase meal during extended medical visits.	Voucher	A, Other
Food Voucher	Provision of voucher/gift card to purchase groceries.	Voucher	A, Other
Nutritional Supplement Non- RD	Provision of nutritional supplement by someone other than a Registered Dietitian (RD).	Can/Bar	A,B,C, Other
Snack	Provision of snack packs at medical sites when clients have a significant amount of wait time.	Snack	A, Other

Approved: June 2016

Reviewed: December 2020