Survival Guide: Navigating ACL’s guidance for administering Title IIIC during the COVID-19 pandemic

***Last update: August 20, 2020* *(will be updated periodically)***

During this pandemic, ACL has provided information, guidance, technical assistance, and program implementation tips to assist states in meeting the nutritional needs of the seniors. These resources have been published on the [ACL COVID website](https://acl.gov/COVID-19) and on the website of the [National Resource Center on Nutrition and Aging](https://nutritionandaging.org/covid-19/). Because this has been a rapidly and frequently changing situation, these resources have been iterative, so please refer to [ACL COVID website](https://acl.gov/COVID-19) as guidance may no longer be operative based on the date of issuance.

This Survival Guide is intended to help by linking you to the resources that best address a variety of topics. These are primarily nutrition-focused, but also include OAA Title III- B and E information that helps the user of this guide navigate nutrition matters.

**Comparing Authorities**

The [Older Americans Act](https://acl.gov/sites/default/files/about-acl/2020-04/Older%20Americans%20Act%20Of%201965%20as%20amended%20by%20Public%20Law%20116-131%20on%203-25-2020.pdf) (OAA) provides significant flexibility to allow states to meet the unique needs of their older citizens. In addition, states are operating under various disaster authorities that provide additional flexibilities. This [COVID](https://nutritionandaging.org/wp-content/uploads/2020/04/OAA-Comparison-Chart-4.14.2020-FINAL.xlsx) Funding and Flexibilities: At A Glance document created by NRCNA explains these authorities.

**ACL Fiscal Guidance: Found on** [ACL’s COVID-19 Page](file:///C:\Users\christine.phillips\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OOZ6ZU2I\acl.gov\covid-19)

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| **Resource** | **Date** | **Topic Highlights** |
| [Frequently Asked Questions: Title III-B and Title III-E](https://acl.gov/sites/default/files/common/AoA%20-%20IIIBandIIIE_FAQs_04232020_FINAL.docx) | April 23 | Permissibility of paying for various items such as :   * Grocery delivery * Tablets, computers, cell phones, internet, etc.   To help seniors connect with persons to combat social isolation.  These purchases could support virtual nutrition education, evidence-based /health promotion programs to:   * Promote health and well-being, * Access to online ordering systems, and/or * Enhance socialization via virtual congregate sites |
| [Fiscal FAQ: Fiscal Major Disaster](https://acl.gov/sites/default/files/common/AoA%20-%20Major%20Disaster%20Declaration%20Fiscal%20FAQ%20FINAL%204-8-2020_0.docx) | April 8 | When operating under an MDD   * How funds can be “bucketed”   Match requirements |
| [FISCAL FAQ- COVID-19 Emergency](https://acl.gov/sites/default/files/common/AoA%20-%20Fiscal%20FAQs%20Updates%20FINAL%204-8-2020_0.docx) | April 8 | When NOT operating under an MDD   * Funding transfer authorities for C-1 and C-2 * Match requirements   State and Area Plan Administration |
| [FISCAL FAQS- COVID-19 Emergency](https://acl.gov/sites/default/files/common/AoA%20-%20Fiscal%20FAQs%20Updates%20FINAL%204-8-2020_0.docx)  And  [Fiscal FAQ: Fiscal Major Disaster](https://acl.gov/sites/default/files/common/AoA%20-%20Major%20Disaster%20Declaration%20Fiscal%20FAQ%20FINAL%204-8-2020_0.docx) | April 8 | How long FFCRA and CARES Act funds are available |
| [Expediting Expenditures at the State Level in Responding to the COVID-19 Emergency](https://acl.gov/sites/default/files/common/Posted%20-%20AoA%20-%20State%20Flexibilities%20in%20COVID-19%20with%20CMS%20edits_16%20Apr%2020.docx) | April 6 | Statewide Procurement |
| [OAA Disaster Relief Authority](https://acl.gov/sites/default/files/common/OAADisasterRelief_2020-03-16.pdf) | March 16 | Information on OAA authority |

ACL Program Guidance:

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| **Resource** | **Date** | **Topic Highlights** |
| [FAQs – Groceries and OAA Programs](https://acl.gov/sites/default/files/common/Posted%20-%20AoA%20-%20FAQ%20Addendum%20-%20Groceries_05-20-2020-FINAL%20AWR.docx) | May 20 | FAQs that address common questions about providing groceries through OAA programs.   * A meal consists of prepared foods that meet the OAA's nutrition quality standards and are served together at one time either in a congregate setting or in a person’s home. Any food distribution that does not meet this definition, including food items for consumer preparation into meals, is defined as groceries. * Groceries and meal counts * Grocery pickup/delivery * “Other services” authorized under Title III-C |
| [Returning to a “New Normal:” Guidelines for a phased approach to resuming senior nutrition program operations](https://acl.gov/sites/default/files/common/AoA%20-%20Nutrition%20Reopening-Final%20-%205-5-20_0.docx) | May 5 | Suggestions for operating at different levels of social distancing. Approaches can vary, or multiple methods can be used at the same time, in a flexible manner (mix/match) to meet local needs. |
| [FAQs: Based on Call with ACL and SUA Directors on April 22, 2020](https://acl.gov/sites/default/files/common/Posted%20AoA%20-%20FAQs_CallWithSUAs_April%2022%202020_docx.docx) | April 29 | * Emergency Feeding network * Michigan’s Q boxes * COVID-19 supplemental funds spending priorities |
| [Additional FAQ: OAA Nutrition Program Implementation During COVID-19 Pandemic-April 17, 2020](https://acl.gov/sites/default/files/common/AoA%20-%20Additional%20FAQs_OAA%20Nutrition%20Program%20Implementation%20Covid19_04172020.docx) | April 17 | * Number of meals per person * Wellness checks, nutrition education and other requirements * Meal rates * SUA procurement and grant allocations |
| [FAQs Based on Call with ACL and State Unit on Aging Directors on April 8, 2020](https://acl.gov/sites/default/files/common/AoA%20-%20FAQs_CallWithSUAs_April082020_FINAL.docx) | April 14 | Personal protective equipment; equipment purchases for the nutrition program; major disaster flexibilities; purchasing freezers |
| [FAQs Based on Call with ACL and State Unit on Aging Directors on April 1, 2020](https://acl.gov/sites/default/files/common/AoA%20-%20FAQs_CallWithSUAs_April12020_FINAL_0.docx) | April 7 | Flexibilities in Cares Act, innovations from other states; serving people of any age; emergency meals; DRIS/DGAs, 1/3 calorie intake; Major Disaster Declarations, and Time Frame Expenditures |
| [Questions and Answer from the Meals on Wheels America Town Hall on March 17, 2020](https://acl.gov/sites/default/files/COVID19/C19Q%26A-MOWATownHall_2020-03-31.pdf) | March 31 | Specific nutrition implementation questions |
| [Nutrition Services Incentive Program for the Older Americans Act and States](https://acl.gov/sites/default/files/common/AoA%20--%20Nutrition%20NSIP.docx) | March 30 | Nutrition Services Incentive Program (NSIP)  The Older Americans Act link referenced in this document is now located [here](https://acl.gov/sites/default/files/about-acl/2020-04/Older%20Americans%20Act%20Of%201965%20as%20amended%20by%20Public%20Law%20116-131%20on%203-25-2020.pdf) |
| [FAQs: Call with State Directors hosted by ADvancing States on March 23, 2020](https://acl.gov/sites/default/files/COVID19/C19FAQ-ADvancingStatesCallSUAs_2020-03-27.pdf) | March 27 | States increasing meals served; increasing food to seniors; eliminating waitlists; well-being checks with “drop shipped” meals |
| [FAQ: Nutrition Services- Emergency Management](https://acl.gov/sites/default/files/COVID19/C19FAQ-NutritionEM_2020-03-12.pdf) | March 12 | Program specific questions around implementation of practices, emergency meals, and how to administer the nutrition program during emergencies |

**ACL Reporting Requirements**

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| **Check this resource Location** | **Date** | **Topic Highlights** |
| [OAA Title III Program Reporting Guidance Covid Response FAQs](https://acl.gov/sites/default/files/common/AoA-SPR%20COVID%20FAQs%20060420.docx) | June 4 | State Program Report FAQs related to COVID-19 (including reporting on nutrition risk and other demographic information) |
| [Title VI Reporting Guidance For Covid-19 Response Activities](https://acl.gov/sites/default/files/common/COVID-19%20Reporting%20for%20Title%20VI%20Part%20A-B-C%20programs-FINAL.docx) | May 4 | OAA Title VI Reporting Requirements for Families First Coronavirus Response Act (FFCRA) and Coronavirus Aid, Relief and Economic Recovery Act (CARES) funding |
| [OAA Title-III Program Reporting Guidance](https://acl.gov/sites/default/files/common/SPR%20COVID%20Response%20Portrait%20050420-FINAL.docx) | May 4 | Guidance regarding programmatic OAA Title III reporting on the FFCRA and CARES Act supplemental grant funds, as well as services provided by states exercising flexibility under a major disaster declaration (MDD) |

**National Resource Center on Nutrition and Aging (NRCNA)**

The Nutrition Resource Center is funded by a Cooperative Agreement with ACL.

**Sustainability Guides** – for additional information about senior nutrition program sustainability (e.g., contracting, volunteerism, etc.) please go to the [NRCNA website](https://nutritionandaging.org/promising-practices-hub/).

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| **New Tip Sheets** | **Date** | **Topic** |
| [Senior Nutrition Program Meal Services Elements for Sustainability: Guide to Establishing a Fee-for-Service Private Pay System](https://nutritionandaging.org/establishing-a-private-pay-program/) | August 10 | Outlines key considerations and resources for establishing a fee-for-service private pay senior meals program |
| [Using Groceries And Other Nutritional Services To Meet The Needs Of Senior Nutrition Program Participants](https://nutritionandaging.org/using-groceries-and-other-nutrition-services-to-meet-senior-needs/) | August 10 | Providing groceries within the Older Americans Act as an allowable nutrition service including limitations and reporting requirements |
| [Senior Nutrition Program Meal Services Elements for Sustainability: Guide to Prioritizing Clients](https://nutritionandaging.org/guide-to-prioritizing-clients-tip-sheet/) | August 12 | Prioritizing systems and waiting lists in light of increased populations and need for services. Sample prioritizing policies are shared |
| [Tele or Virtual Nutrition Education for Older Adults](https://nutritionandaging.org/virtual-nutrition-education-for-older-adults-final-8-11-20-pdf/) | August 18 | A curated list of resources for implementing and sustaining virtual nutrition education |

**COVID-19 Implementation Tip Sheets:**  Tip sheets are developed to provide you with how to guides, best practices, etc. to help you through this crisis. All of the following are found on the [NRCNA COVID-19](https://nutritionandaging.org/covid-19/) web page

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| **Tip Sheet** | **Date** | **Topic** |
| [Partnerships with Foodbanks and other United States Department of Agriculture (USDA) Programs during Covid-19](https://nutritionandaging.org/wp-content/uploads/2020/05/WorkingwithUSDAprogramsCOVID-rev-07.21.2020.pdf) | July 22 | Information on how to partner with the many USDA programs to address food insecurity, hunger, and malnutrition |
| [Nutrition Services Incentive Program (NSIP) of the Older Americans Act and States](https://nutritionandaging.org/nutrition-services-incentive-program-of-the-older-americans-act-and-states-2/) | June 15 | FAQ format. Answers questions about NSIP such as what is NSIP? How is it funded? What are the requirements? NSIP and emergency meals, etc. |
| [Enhancing Socialization through Making Meaningful Volunteer Connections during COVID-19](https://nutritionandaging.org/wp-content/uploads/2020/06/Enhancing-Socialization-Through-Making-Meaningful-Volunteer-Connections-During-COVID-19-6-3-2020.pdf) | June 3 | Tips for nutrition services volunteers to help older adults feel supported and engaged. |
| [COVID-19 Suggestions for Senior Nutrition Programs offering Home Delivered Meals](https://nutritionandaging.org/wp-content/uploads/2020/06/COVID-19-Suggestions-for-Senior-Nutrition-Programs-Delivering-HDM-3.30.20-FINAL-Updated-6.1.20.pdf) | June 1 | Program policies and practical tips during COVID-19 |
| [Options for Contracting Meals During COVID-19](https://nutritionandaging.org/wp-content/uploads/2020/05/Options-for-Contracting-Meals-During-COVID.-5.14.2020-FINAL.pdf) | May 14 | Options for contracting meals during COVID-19  Suggestions for potential meal providers  Tools to utilize when reviewing and evaluating potential meal providers |
| [1/3 Calorie Intake Requirements During COVID-19](https://nutritionandaging.org/wp-content/uploads/2020/04/13-Calorie-Intake-Requirement-During-COVID-19-4.28.2020-Final.pdf) | April 28 | * Importance of adequate nutrition intake * Minimum calorie requirements per meal * Online calorie calculators and a Food Group calorie chart |
| [Volunteer Engagement and Recruitment Resources](https://nutritionandaging.org/wp-content/uploads/2020/04/Volunteer-Engagement-and-Recruitment-Resources-to-Leverage-During-COVID-19-Final.pdf) | April 21 | Resources for recruiting, screening, maintaining and training volunteers |
| [Contracting Tips for Purchasing Meals/Food](https://nutritionandaging.org/wp-content/uploads/2020/04/Tips-for-Purchasing-Meals-During-COVID-19-Final.pdf) | April 20 | 10 Tips for negotiating with vendors of meals/food |
| [Guide to Working with Restaurants and Grocery Stores for Meals](https://nutritionandaging.org/wp-content/uploads/2020/04/Step-By-Step-Guide-Working-with-Restaurants-and-Grocery-Stores-For-Meals-Final-4.17.20.pdf) | April 17 | Suggestions for working with restaurants and grocery stores as meal vendors |
| [Nutrition Requirements: DRIs/DGAs under Supplement Funding Due to COVID-19 Emergency](https://nutritionandaging.org/wp-content/uploads/2020/04/Nutrition-Requirements-DRIs_DGAs-under-Supplemental-Funding-During-COVID-19-Emergency-4.3.20.pdf) | April 3 | * Importance of adequate nutrition intake * Ways to provide and types of emergency meals * Boxes of groceries * Eating pattern that meets the Dietary Reference Intakes (DRIs)/Dietary Guidelines for Americans (DGAs) * Helpful websites on menu planning during COVID |
| [COVID-19 Suggestions for Senior Nutrition Programs](https://nutritionandaging.org/wp-content/uploads/2020/03/COVID-19-Suggestions-for-Senior-Nutrition-Programs-Final-3.30.20.pdf) | March 30 | * Suggestions for maintaining congregate and home delivered programs, * Increasing meals/food delivery * Engaging older adults during social distancing |
| [Frequently Asked Emergency Management Questions for Aging Services Professionals at the State and Local Levels](https://acl.gov/sites/default/files/COVID19/C19FAQ-NutritionEM_2020-03-12.pdf) | March 12 | Serving meals during an emergency |

**Other Resources:**

Additional resources are available on [ACL’s COVID-19 Page](file:///C:\Users\christine.phillips\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OOZ6ZU2I\acl.gov\covid-19). Below are a few highlighted resources that you might find helpful.

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| **Resource** | **Location** | **Date** | **Topic Highlights** |
| [Teach SD](https://sdsu.app.box.com/s/4bciiodwx6n3wllhqqzjskabxka3014z) | [South Dakota State Extension](https://www.sdstate.edu/sdsu-extension) | August 7 | Resource guides for training volunteers on how to teach technology use to older adults:   * Training Guide * Implementation Guide * Orientation Guide |
| [Community-Based Organizations(CBOs) during Covid-19](https://www.phe.gov/emergency/events/COVID19/atrisk/returning-to-work/Pages/default.aspx) | [**PHE.GOV**](https://www.phe.gov/emergency/pages/default.aspx) | July 17 | Information and resources for CBOs including (Equipping CBOs to Return to Work, Supporting Clients and Family Caregiver Networks, Bringing Innovation to CBO Service and Improving the Integration of CBOs) |
| [Contracting Toolkit](https://protect2.fireeye.com/url?k=ec3735f7-b0623ce4-ec3704c8-0cc47adb5650-e8e051174fb6eead&u=https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA2MDkuMjI2NjMzMzEiLCJ1cmwiOiJodHRwczovL3d3dy5hZ2luZ2FuZGRpc2FiaWxpdHlidXNpbmVzc2luc3RpdHV0ZS5vcmcvcmVzb3VyY2VzL2NvbnRyYWN0aW5nLXRvb2xraXQvIn0.tcqAyp_8r-jInUQyKkJ73FuJVfbXGfNKoDP6TViNNN4/br/79629643187-l) | [Aging and Disability Business Institute](https://www.aginganddisabilitybusinessinstitute.org/) | June 9 | Multi-part resource to help community-based organizations with health care contracting |
| [Community and Faith Based Organizations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html) | [CDC.GOV](https://www.cdc.gov/) | May 4 | Information and resources for reopening community and faith based organizations |
| [Shared and Congregate Housing](https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/index.html) | [CDC.GOV](https://www.cdc.gov/) | April 30 | Information and resources for reopening shared and congregate housing |
| [Reconstitution During the COVID-19 Pandemic](https://www.fema.gov/news-release/2020/04/30/planning-considerations-organizations-reconstituting-operations-during-covid) | [FEMA.GOV](https://www.fema.gov) | April 30 | Planning considerations for organizations |
| [FEMA Public Assistance Program Guidance: Eligibility of Purchasing and Distributing of Food by Gov’t and Non-Profits](https://www.fema.gov/news-release/2020/04/12/coronavirus-covid-19-pandemic-purchase-and-distribution-food-eligible-public) | [ACL.gov/COVID](https://acl.gov/COVID-19) | April 21 | Requirements for determining eligible work and costs for the purchase/distribution of food |
| [ADvancing States -Social Isolation](http://www.advancingstates.org/sites/nasuad/files/u24453/Social%20Isolation%20Response_04092020.pdf) | [ADvancingstates.org](http://www.advancingstates.org) | April 9 | Creative and thoughtful approaches to addressing social isolation/loneliness in older adults. Also includes alternative meal delivery options |
| [NCOA Senior Centers Without Walls](https://protect2.fireeye.com/url?k=bf0d55a8-e3594cd4-bf0d6497-0cc47adc5fa2-2c5735a9183abc07&u=https://www.ncoa.org/resources/senior-centers-connect/) | [NCOA.ORG](https://www.ncoa.org/) |  | Toolkit for those offering essential services. Provides ideas for promoting social connection to participants. |
| [NCOA “Virtual Platform” Sheet](https://d2mkcg26uvg1cz.cloudfront.net/wp-content/uploads/Tools-for-Reaching-a-Remote-Audience.pdf) | [NCOA.ORG](https://www.ncoa.org/) |  | Overview of popular tools to connect with your audience when outreach and education are taking place at a distance. |
| [NCOA – FAQ Covid-19 and Technology Resources](https://d2mkcg26uvg1cz.cloudfront.net/wp-content/uploads/FAQ-COVID19-and-Technology-Resources.pdf) | [NCOA.ORG](https://www.ncoa.org/) |  | FAQs related to discounted tablets and electronic devices, learning basic functions of electronic devices, and resources for obtaining internet access. |