

THE NEW YORK CITY DEPARTMENT FOR THE AGING  
BUREAU OF COMMUNITY SERVICES  
MONITORING TOOL

Question #	QUESTIONS			
<b>I. Meal Standards</b>				
City Agency Food Standards-Sodium (NMSA)				
NMSA-1	Does the program or the program's caterer use individual items that contain ≤ 360 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-2	If the program or the program's caterer uses slice bread, do the products contain ≤ 180 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-3	If the program serves cereal, does it contain ≤ 215 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-4	If the program or the program's caterer uses canned vegetables, do the products contain ≤ 290 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-5	If the program or the program's caterer uses canned and/or frozen seafood, do the products contain ≤ 290 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-6	If the program or the program's caterer uses canned meat, do the products contain ≤ 480 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-7	If the program or the program's caterer uses portion controlled items and other convenience foods such as breaded chicken and veal patties, do the products contain ≤ 480 mg of sodium per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-8	If the program or the program's caterer uses frozen whole meals, do the products contain ≤ 525 mg of sodium per meal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-9	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 1,500 mg sodium per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-10	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 450 mg sodium per breakfast?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSA-11	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 525 mg sodium per lunch and/or per dinner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
City Agency Food Standards-Calories, Fat & Fiber (NMSB)				
NMSB-1	Does the program or the program's caterer use only products that have 0 grams of trans fat per serving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-2	Has the program eliminated the use of deep fryers in their operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-3	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 2,000 calories per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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NMSB-4	If a nutritional analysis was completed, does the program or the program's caterer serve $\leq$ 600 calories per breakfast?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-5	If a nutritional analysis was completed, does the program or the program's caterer serve $\leq$ 700 calories per lunch and/or per dinner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-6	If a nutritional analysis was completed, does the program or the program's caterer serve total fat $\leq$ 30% of calories (per meal and per day)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-7	If a nutritional analysis was completed, does the program or the program's caterer serve saturated fat $<$ 10% of calories (per meal and per day)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-8	If a nutritional analysis was completed, does the program or the program's caterer serve $\geq$ 28g of fiber per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-9	If a nutritional analysis was completed, does the program or the program's caterer serve $\geq$ 7g of fiber per breakfast?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSB-10	If a nutritional analysis was completed, does the program or the program's caterer serve $\geq$ 8.4g of fiber per lunch and/or per dinner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
City Agency Food Standards-Fruit, Vegetables, Dairy & Water (NMSC)				
NMSC-1	Does the program or the program's caterer use only fruit juice that is 100% juice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-2	If the program or the program's caterer uses canned fruit, is it packed only in natural juice or water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-3	Does the program or the program's caterer serve only 1% or non-fat milk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-4	If the program or the program's caterer serves yogurt, is all yogurt non-fat or low-fat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-5	Does the program serve a minimum of 2 servings of fruits and vegetables at lunch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-6	Does the program serve a minimum of 2 servings of fruits and vegetables at dinner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-7	If the program serves 3 meals per day, does the program serve a minimum of 5 servings of fruits and vegetables per day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-8	Is drinking water available at all meals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSC-9	During special occasions, are healthy options available, such as fresh fruit and leafy green salads?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Meal appearance (NMSD)				
NMSD-1	Are meals acceptable (provided by program and/or caterer) in terms of appearance (color, consistency, texture and arrangement on plate)? (Congregate Meals, Standard 8, Compliance 8.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Menus (NMSE)				

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NMSE-1	Is the menu for the day appropriately displayed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSE-2	Did the program submit its six-week cycle menus to DFTA on time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSE-3	Are menu substitutions clearly documented and equivalent to the items they are replacing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NMSE-4	Does the program routinely solicit and consider participants' comments on meals when planning menus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
RDA (NMSF)				
NMSF-1	Did all the meals served since the last monitoring visit meet the 1/3 RDA standards? (Congregate Meals, Standard 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<b>II. Food Safety and Sanitation</b>				
Food Temperature (NFSA)				
NFSA-1	Has the program or the program's caterer maintained the temperature of food at all stages of preparation, serving and storage at the temperature required to inhibit bacterial growth and keep it safe for consumption? (Congregate meals, standard 22, compliance 23.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSA-2	On the day of the visit is food prepared and served at temperatures required to inhibit bacterial growth and keep it safe for consumption?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSA-3	Does the program or the program's caterer use a probe thermometer to take temperature of both hot and cold foods and is said thermometer cleaned between each use with an alcohol swab? (Congregate Meals, Standard 30, Compliance 30.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Food Protection (NFSB)				
NFSB-1	Is all equipment that is used in the preparation, storage and/or serving of food at the program or the program's caterer maintained according to State Sanitary Code 14-1? (Congregate Meals, Standard 31, Compliance 31.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSB-2	Does the program serve meals within two hours of the completion of cooking (Protecting potentially hazardous food from contamination)? (Congregate Meals, Standard 30, Compliance 30.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSB-3	Are leftovers handled in a way that prevents contamination? (Congregate Meals, Standard 25, Compliance 25.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSB-4	Are ready to eat foods such as bread, fruit, and vegetables washed (if needed) and served in a way that prevents contamination? (Congregate Meals, Standard 27, Compliance 27.3 and Standard 30, Compliance 30.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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NFSB-5	Are food items stored in storerooms, freezers and refrigerators stored at the program or the program's caterer in covered containers to preserve quality and safeguard against contamination? (Congregate Meals, Standard 24, Compliance 24.1, 24.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSB-6	Are foods, cleaning supplies and disposables at the program or the program's caterer stored separately on clean shelves at least 6 inches above the floor? (Congregate Meals, Standard 34, Compliance 34.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Facility (NFSC)				
NFSC-1	Is the bathroom used by food handlers (including meal deliverers) equipped with hot and cold running water at the appropriate temperatures? (Congregate Meals, Standard 29, Compliance 29.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-2	Is the bathroom used by food handlers (including meal deliverers) equipped with soap filled dispenser, paper towels for hand washing and a hand washing sign? (Congregate Meals, Standard 29, Compliance 29.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-3	Is the sink used for hand washing in the food service area at the program or the program's caterer equipped with hot and cold running water at the appropriate temperatures? (Congregate Meals, Standard 29, Compliance 29.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-4	Is the sink used for hand washing in the food service area at the program or the program's caterer equipped with soap filled dispensers, paper towels and a hand washing sign? (Congregate Meals, Standard 29, Compliance 29.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-5	Does the kitchen at the program or the program's caterer have a sink, other than that of the hand washing sink that has hot and cold running water at the appropriate temperatures? (Congregate Meals, Standard 31, Compliance 31.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-6	Have grease traps been installed at cooking sites or at the program's caterer? (Congregate Meals, Standard 33, Compliance 33.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-7	Are there indirect drains wherever required by Sanitary code at the program or the program's caterer? (Congregate Meals, Standard 34, Compliance 34.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-8	Does each refrigerator and/or freezer at the program or at the program's caterer have an internal working thermometer? (Congregate Meals, Standard 34, Compliance 34.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-9	Are garbage cans lined and maintained in a sanitary way? (Congregate Meals, Standard 34, Compliance 34.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-10	Are all rooms (including floors, walls, ceilings, windows, doors, skylights, light fixtures, vent covers, fans, mats, duckboards and decorative materials) that are used for the preparation, storage and/or serving of food at the program or at the program's caterer maintained according to State Sanitary Code 14-1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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NFSC-11	Are storerooms at the program or at the program's caterer ventilated? In addition, is air circulation adequate to cool the area to 70°F or below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-12	Do doors and windows in the room (s) at the program or at the program's caterer where food is prepared stored or served, have screens (except emergency exit doors in such rooms)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-13	Are appropriate measures taken for fly control at the program or at the program's caterer? (e.g. grids)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-14	Is the Fire Extinguishing System (Ansul System) at the program or at the program's caterer tagged with a current date of inspection from a licensed maintenance service? (Congregate Meals, Standard 33, Compliance 33.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-15	Are written cleanup schedules routinely followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-16	Has the program been up to date with monthly extermination for rodents and insects? (Congregate Meals, Standard 39, Compliance 39.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSC-17	Does the program secure the following from vandalism/theft: its food, its equipment and its supplies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<b>DOHMH Inspections (NFSD)</b>				
NFSD-1	Did the program and/or the program's caterer pass its most recent Department of Health and Mental Hygiene (DOHMH) inspection(s), (i.e. had an accumulated score of less than 28 points from critical and/or general violations? (Congregate Meals, Standard 33) Indicate date of inspection visit and score. Attach copy of inspection report.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSD-2	If the program did not pass its DOHMH inspection (i.e. accumulated a score of 28 or more points from critical and/or general violations), did it pass inspection on the subsequent DOHMH "compliance inspection" that was conducted to determine if the program had made the necessary corrections to comply with the Health Code? (Congregate Meals, Standard 33) Indicate date of compliance inspection visit and score. Attach compliance inspection report, if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSD-3	Did the program correct all "critical violation (s)" in its most recent DOHMH inspection? (Congregate Meals, Standard 33) If "no" indicate code(s) and violation(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSD-4	Did the program correct all "general violation (s)" in its most recent DOHMH inspection? (Congregate Meals, Standard 33) If "no" indicate code(s) and violation(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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Catered Meals (NFSE)				
NFSE-1	<p>If the program prepares meals for another DFTA funded program, is the food packaged in a way that prevents contamination?</p> <ul style="list-style-type: none"> <li>❖ Meals are safely packaged</li> <li>❖ Adequate number of carriers are used</li> <li>❖ Hot and cold foods are packaged separately</li> <li>❖ Food items are at the correct temperatures at time of departure and/or receiving</li> <li>❖ Food items are transported in a manner that ensures their correct temperature is maintained until at destination?</li> <li>❖ Food carriers are maintained according to state sanitary code</li> </ul> <p>(Congregate Meals, Standard 26, Compliance 26.1, 26.2, 26.3)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSE-2	<p>If the program's meals are catered, is the food received in a way that prevents contamination?</p> <ul style="list-style-type: none"> <li>❖ Meals are safely packaged</li> <li>❖ Adequate number of carriers are used</li> <li>❖ Hot and cold foods are packaged separately</li> <li>❖ Food items are at the correct temperatures at time of departure and/or receiving</li> <li>❖ Food items are transported in a manner that ensures their correct temperature is maintained until at destination?</li> <li>❖ Food carriers are maintained according to state sanitary code</li> </ul> <p>(Congregate Meals, Standard 26, Compliance 26.1, 26.2, 26.3)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Food Handlers (NFSF)				
NFSF-1	<p>Are two staff members certified as having completed the Food Protection Training Program of the Health Department, and is one food supervisor present every day that service is provided? (Congregate Meals, Standard 14, Compliance 14.1)</p> <p><b>Note:</b> If food is prepared on site, the cook must have a Certificate. Note Also: The two Certificates must be posted in food service area.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NFSF-2	<p>Do all food handlers at the program or at the program's caterer (paid and unpaid) maintain a high degree of cleanliness during meal preparation and service by:</p> <ul style="list-style-type: none"> <li>❖ Washing hands according to state sanitary code</li> <li>❖ Wearing hair restraints</li> <li>❖ Wearing clean and appropriate attire</li> <li>❖ Wearing disposable gloves and/or appropriate utensils when handling ready to serve</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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	and/or ready to eat foods ❖ Wearing disposable gloves when wrapping and/or bagging eating utensils? (Congregate Meals, Standard 29, Compliance 29.1, 29.2)			
NFSF-3	Has the program been on track with providing, and has staff been attending the required quarterly food service training, and was the content appropriate to the work of food service? (Congregate Meals, Standard 39, Compliance 39.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Permit to Operate (NFSG)				
NFSG-1	Does the program and/or the program's caterer have a current Permit to Operate, or have they applied for one? (Congregate Meals, Standard 33, Compliance 33.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<b>III. Health and Wellness</b>				
Health Education (NHWA)				
NHWA-1	Has the program been on track with conducting the required number of nutrition education sessions, and have they been conducted by a qualified person? (Nutrition Education, Standard 4, Compliance 4.1)  Indicate number of nutrition education conducted. <b>REMINDER:</b> All six (6) nutrition education sessions must be completed by the end of the FY.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Health Screenings				
<b>IV. Administrative</b>				
Documentation (NADA)				
NADA-1	If the program experienced a problem with its caterer or food preparer during the current fiscal year, did it appropriately document its efforts to resolve the problem?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NADA-2	Does the program retain the following for one year after the end of the fiscal year? (Congregate Meals, Standard 37 and 39, Compliances 37.1, 37.2, 37.3, 39.1, 39.2, 39.3 and 39.4) <ul style="list-style-type: none"> <li>• Department of Health inspection records</li> <li>• Department for the Aging program assessment reports</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

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	<ul style="list-style-type: none"> <li>• Food temperature records</li> <li>• Nutrition education records, including handouts, program's participant surveys and other records documenting units of service provided</li> <li>• Approved menus served</li> </ul> <p>Food costs, inventory records, and daily food used sheets</p>			
NADA-3	Do invoices for all purchased goods and services get checked for accuracy, signed and dated upon receipt/delivery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NADA-4	Has the program been on track with the quarterly cleaning & inspection of the Exhaust System and is there written documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NADA-5	Is there a file of quantity recipes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NADA-6	Does the program use its monthly self inspection checklist to identify/correct non-compliance issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<b>Participant Notification (NADB)</b>				
NADB-1	Is a Heimlich Maneuver poster visibly posted in all dining rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
NADB-2	Does the program advise participants of the policy concerning taking part or all of their meal home for later use and of their responsibility for any resulting food borne illness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<b>V. Bonus Point Questions</b>				
1.	The program uses mostly (80%) fresh fruits & veggies instead of canned or frozen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.	The program serves foods that are high in omega-3 fatty acids every week	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.	The program serves a vegetarian meal for lunch every week	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.	The program serves whole grains every day for breakfast and/or lunch	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5.	The program serves dark green leafy veggies at least 3x/week	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.	The program rarely serves processed or pre-prepared items (no more than 1x/week for lunch)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7.	The program collaborates with farmer's markets, green markets or CSA's to incorporate locally grown, seasonal foods	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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8.	The program uses electronic records for foodservice forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.	The program or the program's caterer uses other baked goods such as dinner rolls, muffins, bagels, etc. that contain $\leq 290$ mg of sodium per serving.			
10.	The program serves cereal that contains $\leq 10$ g sugar per serving and $\geq 2$ g fiber per serving			
11.	The program serves juice maximum of 1 time per day, even if they serve more than 1 meal per day			
12.	The program serves a minimum of 3 servings of non-starchy vegetables per week per lunch and per dinner (if dinner is served)			
13.	The program uses only luncheon meat that contains $\leq 480$ mg of sodium per serving			
14.	The program uses only salad dressings that contain $\leq 290$ mg of sodium per serving			
15.	The program uses only sauces that contain $\leq 480$ mg of sodium per serving (soy sauce is exempt given the lack of market availability)			