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

PROGRAM NAME:	**PROGRAM ID #**
NUTRITIONIST NAME:	**DATE:**

Question #	**QUESTIONS**			
I. Meal Standards				
NUT-1	Does the program or the program's caterer use all individual items (other than items that are specified in other questions) that contain ≤ 360 mg of sodium per serving?	☐ Yes	☐ No	
NUT-2	If the program or the program's caterer serves sliced bread, do all the products contain ≤ 180 mg of sodium and ≥ 2 grams of fiber per serving? Is all bread whole wheat or whole grain?	☐ Yes	☐ No	☐ NA
NUT-3	If the program or the program's caterer serves other baked goods (for example: dinner rolls, muffins, bagels, tortillas, etc.), do the products contain ≤ 290 mg of sodium per serving?	☐ Yes	☐ No	☐ NA
NUT-4	If the program or the program's caterer serves cereal, does it all contain ≤ 215 mg of sodium, ≤ 10 grams of sugar (except cereal with dried cranberries, dates, and/or raisins) and ≥ 2 grams of fiber per serving?	☐ Yes	☐ No	☐ NA
NUT-5	If the program or the program's caterer uses canned/frozen vegetables and beans, do all the products contain ≤ 290 mg of sodium per serving?	☐ Yes	☐ No	
NUT-6	If the program or the program's caterer uses canned and/or frozen seafood, do all the products contain ≤ 290 mg of sodium per serving?	☐ Yes	☐ No	
NUT-7	If the program or the program's caterer uses canned beef/pork, do all the products contain ≤ 360 mg of sodium per serving?	☐ Yes	☐ No	
NUT-8	If the program or the program's caterer uses canned/frozen poultry, do all the products contain ≤ 290 mg of sodium per serving?	☐ Yes	☐ No	
NUT-9	If the program or the program's caterer serves luncheon meat, do all the products contain ≤ 360 mg of sodium per serving?	☐ Yes	☐ No	
NUT-10	If the program or the program's caterer uses portion controlled items and other convenience foods (for example: breaded chicken, veal patties, stuffed shells, ravioli, veggie burgers, waffles, pancakes, etc.), do all the products contain ≤ 360 mg of sodium per serving?	☐ Yes	☐ No	

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NUT-11	If the program or the program's caterer uses frozen whole meals, do all the products contain ≤ 525 mg of sodium per meal?	☐ Yes	☐ No	
NUT-12	If the program or the program's caterer uses salad dressings, do all the products contain ≤ 290 mg of sodium per serving?	☐ Yes	☐ No	
NUT-13	If the program or the program's caterer uses sauces, do all the products (except soy sauce) contain ≤ 360 mg of sodium per serving?	☐ Yes	☐ No	
NUT-14	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 1,500 mg sodium per day?	☐ Yes	☐ No	☐ NA
NUT-15	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 450 mg sodium per breakfast?	☐ Yes	☐ No	☐ NA
NUT-16	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 525 mg sodium per lunch?	☐ Yes	☐ No	☐ NA
NUT-17	If a nutritional analysis was completed, does the program or the program's caterer serve ≤ 525 mg of sodium per dinner?	☐ Yes	☐ No	☐ NA
NUT-18	Does the program or the program's caterer use only products that have 0 grams of trans fat per serving?	☐ Yes	☐ No	☐ NA
NUT-19	If the program provides beverages, do all beverages contain ≤ 25 calories per 8 ounces (except 100% juice and milk)?	☐ Yes	☐ No	☐ NA
NUT-20	Does the program or the program's caterer prepare all meals without deep frying?	☐ Yes	☐ No	☐ NA
NUT-21	If a nutritional analysis was completed, does the program or the program's caterer serve 1800-2000 calories per day?	☐ Yes	☐ No	☐ NA
NUT-22	If a nutritional analysis was completed, does the program or the program's caterer serve 450-660 calories per breakfast?	☐ Yes	☐ No	☐ NA
NUT-23	If a nutritional analysis was completed, does the program or the program's caterer serve 540-770 calories per lunch and/or per dinner?	☐ Yes	☐ No	☐ NA
NUT-24	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain total fat ≤ 30% of calories?	☐ Yes	☐ No	☐ NA
NUT-25	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain saturated fat < 10% of calories?	☐ Yes	☐ No	☐ NA
NUT-26	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain ≥ 28g of fiber per day?	☐ Yes	☐ No	☐ NA
NUT-27	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain ≥ 7g of fiber per breakfast?	☐ Yes	☐ No	☐ NA
NUT-28	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain ≥ 8.4g of fiber per lunch?	☐ Yes	☐ No	☐ NA

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NUT-29	If a nutritional analysis was completed, does the program or the program's caterer serve meals that contain ≥ 8.4g of fiber per dinner?	☐ Yes	☐ No	☐ NA
NUT-30	If the program serves juice, is all juice 100% juice?	☐ Yes	☐ No	☐ NA
NUT-31	If the program serves juice, is all juice served in 6 ounce portions or less?	☐ Yes	☐ No	☐ NA
NUT-32	If the program serves juice, is juice served no more than one time per day?	☐ Yes	☐ No	
NUT-33	If the program or the program's caterer uses canned fruit, is it only packed only in unsweetened juice or water?	☐ Yes	☐ No	
NUT-34	If the program serves milk, is all milk 1% or non-fat?	☐ Yes	☐ No	☐ NA
NUT-35	If the program serves yogurt, is all yogurt non-fat or low-fat?	☐ Yes	☐ No	☐ NA
NUT-36	Does the program serve a minimum of 2 servings of fruits and vegetables at lunch?	☐ Yes	☐ No	☐ NA
NUT-37	Does the program serve a minimum of 2 servings of fruits and vegetables at dinner?	☐ Yes	☐ No	☐ NA
NUT-38	If the program serves 3 meals per day, does the program serve a minimum of 5 servings of fruits and vegetables per day?	☐ Yes	☐ No	☐ NA
NUT-39	If the program serves meals 3-5 days per week, are non starchy vegetables served at least 3 times per week at lunch?	☐ Yes	☐ No	☐ NA
NUT-40	If the program serves meals 3-5 days per week, are non starchy vegetables served at least 3 times per week at dinner?	☐ Yes	☐ No	☐ NA
NUT-41	If the program serves meals 6-7 days per week, are non starchy vegetables served at least 5 times per week at lunch?	☐ Yes	☐ No	☐ NA
NUT-42	If the program serves meals 6-7 days per week, are non starchy vegetables served at least 5 times per week at dinner?	☐ Yes	☐ No	☐ NA
NUT-43	Is drinking water available at all meals?	☐ Yes	☐ No	☐ NA
NUT-44	During special occasions, does the program make healthy options available (for example: fresh fruit or leafy green salads)?	☐ Yes	☐ No	☐ NA
NUT-45	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)	☐ Yes	☐ No	☐ NA
NUT-46	Is the menu for the day appropriately displayed?	☐ Yes	☐ No	☐ NA
NUT-47	Did the program submit its six-week cycle menus to DFTA on time?	☐ Yes	☐ No	☐ NA
NUT-48	Are menu substitutions clearly documented and equivalent to the items they are replacing?	☐ Yes	☐ No	☐ NA

NUT-49	Does the program routinely solicit and consider participants' comments on meals when planning menus?	☐ Yes	☐ No	☐ NA
NUT-50	Do all meals meet the 1/3 DRI standards? (Congregate Meals, Standard 1)	☐ Yes	☐ No	☐ NA
II. Health & Safety Standards				
NUT-51	During the fiscal year, 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)	☐ Yes	☐ No	☐ NA
NUT-52	On the day of the visit is food prepared and served at temperatures required to inhibit bacterial growth and keep it safe for consumption?	☐ Yes	☐ No	☐ NA
NUT-53	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)	☐ Yes	☐ No	☐ NA
NUT-54	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)	☐ Yes	☐ No	☐ NA
NUT-55	Are leftovers handled in a way that prevents contamination? (Congregate Meals, Standard 25, Compliance 25.1)	☐ Yes	☐ No	☐ NA
NUT-56	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)	☐ Yes	☐ No	☐ NA
NUT-57	Is all equipment (other than equipment that is specified in other questions) 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)	☐ Yes	☐ No	☐ NA
NUT-59	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)	☐ Yes	☐ No	☐ NA
NUT-60	Are refrigerators and freezers at the program or at the program's caterer, maintained, clean and at the proper temperatures?	☐ Yes	☐ No	☐ NA
NUT-61	Are food items stored in refrigerators and freezers at the program or at the program's caterer stored in a way to prevent contamination?	☐ Yes	☐ No	☐ NA

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NUT-62	Are the bathrooms clean and well maintained? (hot and cold running water, soap, paper towels, covered receptacles, etc.) (Congregate Meals, Standard 29, Compliance 29.2)	☐ Yes	☐ No	☐ NA
NUT-63	Are there hand washing signs located in the bathrooms that are used by food service workers and near other hand washing sinks? (Congregate Meals, Standard 29, Compliance 29.2)	☐ Yes	☐ No	☐ NA
NUT-64	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, soap filled dispensers, and paper towels? (Congregate Meals, Standard 29, Compliance 29.2)	☐ Yes	☐ No	☐ NA
NUT-65	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)	☐ Yes	☐ No	☐ NA
NUT-66	Have grease traps been installed and maintained at cooking sites or at the program's caterer? (Congregate Meals, Standard 33, Compliance 33.6)	☐ Yes	☐ No	☐ NA
NUT-67	Are there indirect drains wherever required by sanitary code at the program or the program's caterer? (Congregate Meals, Standard 34, Compliance 34.4)	☐ Yes	☐ No	☐ NA
NUT-68	Are garbage cans lined and maintained in a sanitary way? (Congregate Meals, Standard 34, Compliance 34.3)	☐ Yes	☐ No	☐ NA
NUT-69	Is the kitchen and dining room/s at the program or the program's caterer well lit, and are light fixtures maintained properly?	☐ Yes	☐ No	☐ NA
NUT-70	Are all rooms (including floors, walls, ceilings, doors, skylights, vent covers, fans, mats, duckboards and decorative materials) in the kitchen and dining room that are used for the preparation, storage and/or serving of food at the program or at the program's caterer, clean and maintained according to State Sanitary Code 14-1?	☐ Yes	☐ No	☐ NA
NUT-71	Is the facility free of vermin/roach activity?	☐ Yes	☐ No	☐ NA
NUT-72	Is there adequate ventilation in the kitchen, dining room, and storerooms at the program or the program's caterer? In addition, is air circulation in the storerooms adequate to cool the area to 70°F or below?	☐ Yes	☐ No	☐ NA
NUT-73	Are food items, cleaning supplies, and disposables that are stored in storerooms at the program or the program's caterer, stored properly, and in covered containers when necessary to preserve quality and safeguard against contamination?	☐ Yes	☐ No	☐ NA
NUT-74	Are doors and windows in the kitchen and dining room at the program or at the program's caterer well maintained, and do they have screens (except emergency exit doors in such rooms)?	☐ Yes	☐ No	☐ NA

NUT-75	Are appropriate measures taken for fly control at the program or at the program's caterer? (e.g. grids)?	☐ Yes	☐ No	☐ NA
NUT-76	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)	☐ Yes	☐ No	☐ NA
NUT-77	Are the fire extinguishers in the kitchen fully charged?	☐ Yes	☐ No	☐ NA
NUT-78	Are written cleanup schedules routinely followed?	☐ Yes	☐ No	☐ NA
NUT-79	Has the program been up to date with monthly extermination for rodents and insects? (Congregate Meals, Standard 39, Compliance 39.3)	☐ Yes	☐ No	☐ NA
NUT-80	Does the program secure the following from vandalism/theft: its food, its equipment and its supplies?	☐ Yes	☐ No	☐ NA
NUT-81	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.	☐ Yes	☐ No	☐ NA
NUT-82	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	☐ Yes	☐ No	☐ NA
NUT-83	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).	☐ Yes	☐ No	☐ NA
NUT-84	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).	☐ Yes	☐ No	☐ NA

NUT-85	If the program prepares meals for another DFTA funded program, is the food packaged in a way that prevents contamination? ❖ Meals are safely packaged ❖ Adequate number of carriers are used ❖ Hot and cold foods are packaged separately ❖ Food items are at the correct temperatures at time of departure and/or receiving ❖ Food items are transported in a manner that ensures their correct temperature is maintained until at destination? ❖ Food carriers are maintained according to state sanitary code (Congregate Meals, Standard 26, Compliance 26.1, 26.2, 26.3)	☐ Yes	☐ No	☐ NA
NUT-86	If the program's meals are catered, is the food received in a way that prevents contamination? ❖ Meals are safely packaged ❖ Adequate number of carriers are used ❖ Hot and cold foods are packaged separately ❖ Food items are at the correct temperatures at time of departure and/or receiving ❖ Food items are transported in a manner that ensures their correct temperature is maintained until at destination? ❖ Food carriers are maintained according to state sanitary code (Congregate Meals, Standard 26, Compliance 26.1, 26.2, 26.3)	☐ Yes	☐ No	☐ NA
NUT-87	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) **Note**: If food is prepared on site, the cook must have their **original** certificate.	☐ Yes	☐ No	☐ NA
NUT-88	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: ❖ Washing hands according to state sanitary code ❖ Wearing hair restraints ❖ Wearing clean and appropriate attire ❖ Wearing disposable gloves and/or appropriate utensils when handling ready to serve 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)	☐ Yes	☐ No	☐ NA
NUT-89	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)	☐ Yes	☐ No	☐ NA

NUT-90	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)	☐ Yes	☐ No	☐ NA
III. Health and Wellness				
NUT-91	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. **REMINDER:** All six (6) nutrition education sessions must be completed by the end of the FY.	☐ Yes	☐ No	☐ NA
IV. Administrative				
NUT-92	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?	☐ Yes	☐ No	☐ NA
NUT-93	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) • Department of Health inspection records • Department for the Aging program assessment reports • Food temperature records • Nutrition education records, including handouts, program's participant surveys and other records documenting units of service provided • Approved menus served • Food costs, inventory records, and daily food used sheets	☐ Yes	☐ No	☐ NA
NUT-94	Do invoices for all purchased goods and services get checked for accuracy, signed and dated upon receipt/delivery?	☐ Yes	☐ No	☐ NA
NUT-95	Has the program been on track with the quarterly cleaning & inspection of the Exhaust System and is there written documentation?	☐ Yes	☐ No	☐ NA
NUT-96	Has the program maintained daily food use records?	☐ Yes	☐ No	☐ NA
NUT-97	Is there a file of quantity recipes?	☐ Yes	☐ No	☐ NA

NUT-98	Does the program use its monthly self inspection checklist to identify/correct non-compliance issues?	☐ Yes	☐ No	☐ NA
NUT-99	Is a Heimlich Maneuver poster visibly posted in all dining rooms?	☐ Yes	☐ No	☐ NA
NUT-100	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?	☐ Yes	☐ No	☐ NA