



REQUEST FOR BID PROPOSALS

NORTHEAST IOWA AREA AGENCY ON AGING

MEAL CATERING SERVICE

January 10, 2020

**REQUEST FOR BID PROPOSALS
NORTHEAST IOWA AREA AGENCY ON AGING**

CONGREGATE AND HOME DELIVERED MEAL SERVICE

Northeast Iowa Area Agency on Aging (NEI3A) requests proposals for meal catering services throughout its 18 county Planning and Service Area (PSA). Successful awardees will prepare meals and transport them to delivery locations such as NEI3A senior centers, meal sites, and/or home delivered meal coordination sites.

Northeast Iowa Area Agency on Aging is designated by the Iowa Department on Aging as the Area Agency on Aging for **Allamakee, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Grundy, Hardin, Howard, Jackson, Marshall, Poweshiek, Tama and Winneshiek** Counties in Iowa. In order to develop and implement the congregate and home delivered meals program as provided under the Older Americans Act of 1965 and its amendments, NEI3A is accepting bids for the period July 1, 2020 through June 30, 2023 with an option to extend an additional 24 months.

Contract(s) will be awarded to responsible contractors whose proposals demonstrate to be most advantageous to the area's program, price, and other factors considered. NEI3A may offer partial awards pending competition of specific geographic locations. Final judgment in this determination rests with the Northeast Iowa Area Agency on Aging's Board of Directors. The NEI3A Board of Directors reserves the right to decline to award any contract(s) if in the best interest of the organization and the elders they serve.

Contracts are procured through a competitive bidding process in compliance with the Iowa Administrative Code and Federal guidelines. Bidders may be contacted for additional information or presentation while bids are reviewed.

Successful contractors will operate under a contract for 36 months with an option to extend the contract an additional 24 months, contingent upon continued Older Americans Act funding to the Area Agency on Aging and upon successful fulfillment of contract obligations and consumer satisfaction. Parties must enter a legal contractual agreement before the contract period begins. **Reimbursement is on a per meal basis.**

I REQUEST FOR BID PROPOSALS

Proposals are solicited from qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. All significant evaluation factors and their relative importance are included in this packet. RFP packets are available on the website <http://www.nei3a.org/about-nei3a/request-for-proposals.aspx>.

- All proposals must fully and accurately provide the information requested on the **RFP worksheet**. Failure to comply with this requirement may result in rejection of the proposal.
- Proposals must be complete and intact. Submit one (1) electronic copy in PDF format as an email attachment to **both** Sally Myers, Director of Nutrition Services at smyers@nei3a.org and Greg Zars, Deputy Director at gzars@nei3a.org .
- Proposals shall identify counties and sites served.
- Proposals shall include chain of communication and response time for meal ordering and for other concerns that arise.
- **Interested contractors must submit a letter of intent to bid and for which counties according to the timeline below.** Submit letters via email to **both** Sally Myers, Director of Nutrition Services at smyers@nei3a.org and Greg Zars, Deputy Director at gzars@nei3a.org .
- Proposals will be reviewed utilizing a point system from 0-100. A Committee of NEI3A Board members, staff, and other designees will review all proposals.
- Contracts will be awarded for 36 months with the option to extend the contract an additional 24 months. All submitters will be notified in writing of the NEI3A decision. Contract awards will be made to responsible providers whose bids are most consistent with the terms presented in these specifications. NEI3A reserves the right to refuse any or all proposals deemed not acceptable and may request new bids or negotiate if competition is inadequate. Any reasonable request to compete will be honored to the maximum extent feasible.
- Timeline:

Release of RFP	Friday January 10, 2020 2:00 PM CST
Letters of intent to bid due	Thursday February 6, 2020 2:00 PM CST
Proposals Due	Thursday March 5, 2020 2:00 PM
Winning Bidders notified:	Thursday March 26, 2020
Anticipated Contract Start Date	Wednesday July 1, 2020

- All questions regarding this request for proposals must be submitted via e-mail. All interested bidders, identified by submitting a letter of intent to bid, will receive a summary of questions and answers the following Thursday. E-mail all questions to **both** Sally Myers, Director of Nutrition Services at smyers@nei3a.org and Greg Zars, Deputy Director at gzars@nei3a.org

Proposals must be emailed to both Sally Myers, Director of Nutrition Services at smyers@nei3a.org and Greg Zars, Deputy Director at gzars@nei3a.org by Thursday March 5, 2020 no later than 2:00 p.m. Proposals must be in PDF format as an email attachment. Bidders will receive an email confirmation as receipt for their submission. The NEI3A Policy Board will award the contract by March 26, 2020.

II CONGREGATE AND HOME DELIVERED MEAL SERVICE SPECIFICATIONS

A. Meal Preparation:

Eligible contractors must have the capacity and capability to operate clean and sanitary kitchens in compliance with State and local laws and regulations. Contractors shall provide all equipment and facilities to prepare and package meals as part of this contract. All kitchen storage and delivery facilities including equipment, utensils, ventilating equipment, door cabinets, and counters must be clean and sanitary.

Contractor will be responsible for securing the Food Service Establishment license in accordance with Iowa regulations governing licensure for each meal preparation location.

B. Meal Delivery:

Bidders should specifically state the packaging and delivery system they will use with food safety compliance measures put in place including time limits for transporting food. The meal contractor shall deliver meals from their locations to satellite meal sites and or designated locations.

The food service provider must comply with all local, state, and federal guidelines regarding meal delivery.

Meal orders and route sheets will be sent via email with PDF attachments from NEI3A to contractors one day in advance of the serving day. **Contractors shall have the capacity to receive the emails and print route sheets to send with meals as applicable.**

C. Planned Number of Meals and Meal Ordering:

NEI3A projects a need for the number of meals per meal site listed on **Attachment I** based on Fiscal Year 2019 data. However, this is not a guarantee of a minimum or a maximum number of meals. The breakdown of hot, frozen and shelf stable meals for each meal site is shown in NEI3A RFP Attachment I.

The holidays for which the food service provider may serve no meals are:

- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day

- Christmas Day

The actual dates of agency closure will be provided annually.

D. Emergency Procedures

Contractor shall follow NEI3A procedures and protocols in the event of weather-related emergencies, disasters, or situations which may interrupt service delivery.

E. Training

The Contractor shall establish a written training plan for all Food Service employees. The plan shall include orientation of new employees and in-service training for all employees. The plan should describe the content of orientation and the subject matter expected to be covered during in-service training. The training must be provided by qualified persons and will include either formal training sessions or on-the-job training. The dates and topics of training received shall be documented in a central file or in the personnel files of all employees who have received the training. Contractor shall keep record of Serv Safe certification for all food service employees who are part of executing this contract.

F. Quality Control

The Contractor shall comply with the Federal, State, and Local standards and take other appropriate measures to assure the quality of services provided. The Contractor shall have in place internal controls for monitoring standard and contract compliance and the quality of services provided.

G. Right to Reject, Negotiate and/or Cancel

NEI3A reserves the right to reject any or all proposals if such a rejection is in the best interest of NEI3A. This RFP is a solicitation for offers and is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by NEI3A. NEI3A may withdraw this request for proposals at any time and for any reason without liability for damages, including, but not limited to, bid preparation costs.

Additionally, NEI3A reserves the right to negotiate with the apparently successful Proposer and may request additional information or modification from a proposer. When deemed advisable, and before any contract is let, NEI3A reserves the right to arrange an on-site pre-award review to determine the proposer's ability to meet the terms and conditions of the RFP.

H. Reimbursement

The anticipated contract shall be a unit rate contract. As approved, negotiated unit rate and budget is used as the basis for reporting and reimbursement. The cost of hot, frozen, and shelf stable meals may vary.

III. FOOD SERVICE STANDARDS

A. NUTRITIONAL REQUIREMENTS:

Each meal served by the food service provider must comply with recommended dietary allowances (RDA) as established by the Food and Nutrition Board of the National Academy of Sciences/National Research Council as well as all other local, state, and federal guidelines regarding congregate and home delivered meal service under the Older Americans Act and within guidelines established by the Iowa Department on Aging. For more information on dietary rules, please see **attachment II**.

B. MENU POLICY:

1. All menus must be planned and submitted to NEI3A 30 days prior to use. Providers shall use a Registered Licensed Dietitian for the State of Iowa to assist with menu planning and ensure that meals comply with RDA per Iowa Department on Aging rules. Once the menus are certified by the dietitian's signature, a copy of the menus shall be submitted to NEI3A. Menus shall cover no less than a one (1) month period.
2. Menus may be modified occasionally if contract provisions are maintained and NEI3A staff are consulted no less than twenty-four (24) hours in advance of the change. If NEI3A requests a menu change after certification, such requests will be provided in writing no less than 1 week in advance. Periodically, the contractor may be requested to modify the menu for a meal site's anniversary, holidays, or special occasions. The request will be made within the food production capabilities of the contractor and within the contract meal price.
3. Proposals must include the first monthly menu cycle menu to begin July 1, 2020 for regular noon meals as part of the proposal materials submitted to NEI3A.
4. Regular and decaffeinated coffee shall be made available to all sites serving congregate meals and coffee makers as needed.
5. The Director of Nutrition Services, the Contractor RD, Food Service Manager and a small committee consisting of senior center participants, cooks, and Area Advisory Member will approve all menus a minimum of 30 days in advance.

C. ADDITIONAL MEAL PROVISIONS:

1. Condiments and Paper Products - Condiments and paper products to be provided and included by the food service contractor include, but are not limited to:

- -Salt & Pepper in disposable shakers
- -Catsup, mustard, mayonnaise, tartar sauce
- -Creamer
- -Salad Dressing when lettuce salad is on the menu
- -Sour Cream when baked potatoes are on the menu
- -Sugar
- -Sugar substitute
- -Styrofoam cups to satellite sites if needed for milk and coffee
- -Garbage Bags
- -Plastic tableware, as needed
- -Straws
- -Plastic bread bags for bread or bread substitute
- -Small wares
- -Disposable trays, as needed

The contractor is required to purchase any food packaging needed for home delivered and satellite meal delivery.

IV. SERVICE SELECTION CRITERIA

Proposals will be reviewed within the following framework:

- A.** Responsiveness to this Request for Proposals and full completion of requested information, both in terms of quantity and quality of information. (25 points)
- B.** Nature and extent of the provider's previous experience and demonstrated ability to prepare meals and deliver them to their designated locations. (35 points)
- C.** Cost Effectiveness. (40 points)

The bid packet must include the following listed items:

1. Bid Cover Sheet
2. Fully Completed RFP Worksheet
3. First proposed monthly menu cycle to begin July 1, 2020
4. Meal Service Budget including meal cost for each meal type provided

BID COVER SHEET

DATE: _____

TO: Northeast Iowa Area Agency on Aging
3840 West 9th St
Waterloo, IA 50702

The undersigned, in compliance with your invitation for bids, having examined the bid instructions and specifications, hereby proposes to perform the service in accordance with the bid requirements, specifications, standards at the price stated on the attached bid form.

Signed: _____
Authorized Signature

Date

Printed Name

Title

RFP WORKSHEET

Please complete the following worksheet completely and accurately. Responses may be typed or written. Additional pages may be used if necessary.

Prior to submitting, please verify all the following are complete and included with your proposal:

- ✓ Bid Cover Sheet
- ✓ RFP Worksheet
- ✓ Meal Service Budget
- ✓ Menu

Site Location

Provide the physical address of the meal preparation kitchen(s):

Meal type

Please indicate the type of meals you plan to prepare

Hot Frozen Shelf Stable All types

Locations to serve

Using the information on **attachment 1**, please indicate below which sites you plan to deliver meals. If your organization plans to serve an entire county or counties, you may specify the county(ies) in lieu of listing specific sites. If your organization plans to serve the entire NE13A service Area, you may indicate this in lieu of listing all eighteen counties.

Previous experience and expertise

Please describe your organization's experience and expertise in food preparation.

Staffing

Please describe current meal preparation staff including management and any anticipated changes to your staffing plan necessitated by this contract, if applicable.

Meal preparation facilities

Please describe and discuss your organization's meal preparation facilities including equipment, size, storage capacity, sanitation and cleanup equipment, and overall capacity to produce and package meals.

Meal packaging, delivery and service to meal sites

Please describe your organization's proposal to package and deliver meals to designated meal sites. Please include packaging materials, systems to ensure temperatures during transport, and capacity to accept email orders and print route sheets to send along with meals.

Training Plan

Please discuss your organization's existing training program and how you plan to train employees for this contract

Attachments

Please attach any additional information you believe will inform the RFP committee of your organization's capacity to carry out the provisions specified in this RFP.

MEAL SERVICE BUDGET

Raw Food: _____

Labor and Fringe: _____

Meal Packaging and preparation: _____

Facilities: _____

Site Delivery: _____

Other Costs: _____

Proposed per meal rate: _____

Reference:

- Raw food costs include all food costs in preparation of the meal
- Labor and fringe include all direct and indirect personnel costs
- Meal packaging and preparation includes cost of all materials required to package meals and prepare them for transport including thermal “hot” and “cold” bags
- Facilities includes all kitchen costs including equipment and utensils
- Site delivery includes all costs associated with transporting meals to the meal sites
- Home delivery, if applicable, includes all costs of delivering meals directly to a consumer’s residence
- **Please include a budget for every meal type you plan to provide**

Site name	Physical Address	Serving Days	Serving Time	Average daily meals
ALLAMAKEE COUNTY				
Waukon Senior Dining Center Satellite	1220 3rd Ave. NW Suite 101 52172	M-F	11:30	22
BLACK HAWK COUNTY				
Waterloo Senior Center	2101 Kimball Ave. Waterloo, 50702 1st Floor	M-F	11:30	151
Jesse Cosby Neighborhood Center	1112 Mobile St. Waterloo, 50703	M-F	11:45	85
Evansdale Satellite Meal Program	3467 Lafayette St. Evansdale, 50707	Th	11:45	9
Cedar Falls Senior Center	528 Main St. Cedar Falls, 50613	M-F	11:45	38
Washburn Satellite Meal Program	410 1st St. Washburn, 50702	1st & 3rd Tues	12:00	12
La Porte City Senior Center-HDM Mondays and Frozen	300 1st St. La Porte City, 50651	HD-M C-B'day Day	12:00	18
Dunkerton Satellite Meal Program	301 S. Washington St. Dunkerton, 50626	M,Th	11:30	10
Walnut Court Satellite Meal Program	315 Walnut St. (Walnut Court Apts) Waterloo 50703	M-F	11:30	36
Raymond Satellite Meal Program	6903 Lafayette Rd. Raymond, 50667	W	12:00	19
BREMER COUNTY				
Waverly Senior Center	506 E. Bremer Ave. Waverly, 50677	HDM M-F Cong-M,W,F	11:30	25
Denver Satellite Meal Program	100 Washington St. Denver, 50622	W,Th	11:45	6
BUCHANAN COUNTY				
Buchanan County Senior Center	400 5th Ave NE. Independence, 50644	M-F	12:00	49
Lamont Satellite Meal Program	644 Bush St. Lamont, 50650	Thursday	11:30	9
BUTLER COUNTY				
Dumont Satellite Meal Program	508 Main St. Dumont, 50625	W	11:30	14
Greene Senior Center	202 South St. Greene, 50636	M-F	11:30	16
CHICKASAW COUNTY				
Fredericksburg Satellite Meal Program	151 W. Main St. Fredericksburg, 50630	T, Th	11:30	17
Lawler Satellite Meal Program-Drop off only	414 E. Grove St. Lawler	varies on Tues	11:30	3
Chickasaw Event Center-Satellite Meal Program	301 N. Water St. New Hampton, 50659	M-F	12:00	20
CLAYTON COUNTY				
Elkader Senior Center	133 s. Main St. Elkader 52043	M-F	11:30	19
Guttenberg Satellite Meal Program	502 S. First St. Guttenberg 52052	M-F	11:30	18
Monona Satellite Meal Program	104 E. Center Street Monona 52159	Tues & Thurs	11:30	10
DELAWARE COUNTY				
Manchester-HDM Only Mental Health & Disability Center	601 Grant Street, Manchester 52057	M-F		19
DUBUQUE COUNTY				
Alverno Apartments Satellite Meal Program	3525 Windsor Ave. Dubuque 52001	M-F	11:30	34
Ecumenical Tower Satellite Meal Program	250 W. 6th St. Dubuque 52001	M-F	11:30	21
Dyersville Social Center Satellite Meal Program	625 3rd Ave. SE Dyersville 52040	M-F	11:30	34
Luxemburg Satellite Meal Program - Pick Up Only	202 S. Andres St. Luxemburg 52056	M & W	11:30	8
Cascade Senior Center-Pick up only	109 1st. Ave. West Cascade 52033	M-F	11:30	11
Dubuque Home Delivered Meals	1780 White Street, Dubuque 52001	M-F	10:30	80
Worthington Satellite Meal Program	216 1st Avenue West, Worthington 52078	2nd & 4th Wed	11:30	2
FAYETTE COUNTY				
Arlington Satellite Meal Program	853 Main St. Arlington 50606	W & F	11:30	4
Elgin Satellite Meal Program	310 Mill Ave. (Veterans Comm. Building) 52141	T & Th	11:30	10
Hawkeye Satellite Meal Program	102 E. Main St. (Community Building) 52147	T, Th & F	11:30	3
Oelwein Senior Center	25 West Charles Oelwein 50662	M-F	11:30	5
West Union Senior Center	107 E. Armour St. West Union 52175	M-F	11:45	16

GRUNDY COUNTY				
Grundy Center Senior Center	705 F. Ave Grundy Center, 50638	M-F	11:30	17
HARDIN COUNTY				
Dorothy's Senior Center-Eldora	1306 17th Ave. Eldora, 50627	M-F	12:00	18
Iowa Falls Senior Center	115 Indiana Avenue, Iowa Falls, 50126	M-F	12:00	28
Radcliffe Satellite Meal Program -Sunrise Apts Cong/HDM	604 Catherine St. Radcliffe, 50230 NO MEALS Dec,Jan,Feb	W	11:30	3
HOWARD COUNTY				
Cresco Senior Center	268 7th Ave. West Cresco 52136	M-F	11:30	19
JACKSON COUNTY				
Bellevue Community Center	1700 State St. Bellevue 52031	M-F	11:30	32
Jackson County Senior Center	1000 E. Quarry St. Maquoketa 52060	M-F	11:30	15
MARSHALL COUNTY				
Marshall County Senior Center	107 E. Meadow Lane, Marshalltown, 50158	M-F	12:00	60
POWESHIEK COUNTY				
Grinnell Senior Center	925 East Street, Grinnell, 50112	M-T-W-Th	12:00	27
TAMA COUNTY				
Tama County Senior Center	900 E. 5 th St. Tama, Iowa 52339	M-F	12:00	34
WINNESHIEK COUNTY				
Calmar Satellite Meal Program	Senior Center 106 E. Main St. Calmar 52132	T & Th	11:30	9
Winneshiek County Senior Center	806 River St. Decorah 52101	M-F	11:45	22



ATTACHMENT 2

Jessie Parker Building
510 E. 12th Street, Ste. 2
Des Moines, IA 50319-9025
(515) 725-3333
(800) 532-3213
www.iowaaging.gov

Iowa Nutrition Program Guide and Requirements

AoA Requirements (OAA 339(2)(A)(i)(ii), 17 IAC 7.14(1)(2016))

Each Nutrition Program meal must comply with the most recent Dietary Guidelines for Americans (DGA's)¹, and provide to each participating individual:

- A minimum of 33 1/3 percent of the Dietary Reference Intakes (DRI's)² per meal, if the project provides one meal per day.
- A minimum of 66 2/3 percent of the DRIs if the project provides two meals per day, and
- 100 percent of the DRIs if the project provides three meals per day.

Nutrition Program and Menu Planning Requirements

Offer versus Serve

The Nutrition Program must offer participants all menu items and provide nutrition information about the menu/meal that meets their requirements and maximizes health; however, participants may decline to accept any element of the planned meal.

Chef's Choice Meals

In order to allow for increased flexibility to local nutrition providers, two "Chef's Choice" meals are allowed on the menu monthly. Chef's Choice meals are those meals that are not recorded two weeks prior to implementation and may be created the day of. These meals must comply with the Iowa Guide for Menu Planning.

Ethnic Meals

Iowa Nutrition Programs are encouraged to provide culturally appropriate meals for an ethnically diverse population. These meals must meet the most recent DGA's and provide a minimum of one third of the DRI's.

Choice Menus

Menu choice is encouraged to allow for consumer choice and increase participant satisfaction. Choice Menus will comply with menu planning requirements. If more than one menu item is offered, the food item that has lower nutrient value will be counted towards the weekly nutrient average in computer analysis. If using the Iowa Guide for Menu Planning, then both meals must meet the guidelines

Menu Substitutions

Any menu substitutions made to an approved menu must be comparable in nutrient content and serving size to the original menu. All menu substitutions must be documented prior to serving and approved by a dietitian, or selected from a pre-approved list of food substitutes made by the dietitian.

¹ <http://health.gov/dietaryguidelines/2015/>

² Dietary Reference Intakes: The Essential Guide to Nutrient Requirements, Institute of Medicine of the National Academy of Sciences/National Research Council

Target Nutrient Requirements

The target nutrient requirements are based on the characteristics of the predominate population of the Iowa Nutrition Program³ and the Nutrients of Public Health concern from the most recent DGA's. The 2015-2020 DGA's and DRI's weekly averages for menu planning are to meet the requirements of our average target population, a 75-year-old sedentary female (1600 Calories) and male (2200 Calories).

The most recent under-consumed nutrients of public health concern are calcium, potassium, fiber, and vitamin D. The over-consumed nutrients of public health concern are saturated fat, sodium, and added sugar. Protein, vitamin C, vitamin B6, and vitamin B12 are of concern for older adults due to decreased absorption and utilization rates among those 50 years and older.⁴ It is noted that vitamin D is unique in that sunlight on the skin enables the body to make vitamin D. Therefore, vitamin D will not be listed in the target nutrient requirements.

Sodium and Added Sugar

The over-consumed nutrients of public health concern should be limited. Avoid potassium chloride salt substitutes as individuals should only use these products under the supervision of a healthcare professional. Recommend fruit for dessert to decrease added sugar consumption. Nutrient-rich desserts that contain fruit, whole grains, low-fat milk product are encouraged.

Carbohydrate Identification

Carbohydrate identification per menu item needs to be available to all consumers. This can be provided on the menu itself or on a separate flyer. If using Computer Analysis, then the number of grams per menu item need to be listed. If using the Iowa Guide for Menu Planning, serving size information per menu item and carbohydrate counting education needs to be provided.

Menu Approval

Methods of Compliance

Nutrition providers must demonstrate compliance with the DGA's and DRI's by using one of the following documentation methods:

1. Computer Nutrient Analysis Software
2. Iowa Guide for Menu Planning

Use of computer nutrient analysis software allows for increased menu planning flexibility. The Iowa Guide for Menu Planning is designed to meet the DRI/DGA's for those without access to nutrient analysis software.⁵

Menus must be reviewed and approved by a Registered Dietitian licensed in the state of Iowa at least two weeks prior to implementation. The dietitian must complete and sign the applicable Iowa Menu Approval Sheet, and this shall be kept on file with a copy of the menu for one year.

³ Health in Iowa Annual Report From the Behavioral Risk Factor Surveillance System Iowa 2016
<http://idph.iowa.gov/Portals/1/Files/BRFSS/2016BRFSSAnnualReport.pdf>

⁴ Eggersdorfer, M., Akobundu, U., Bailey, R., et al. (2018). Hidden Hunger: Solutions for America's Aging Populations. *Nutrients*, 10(9), 1210. MDPI AG. Retrieved from <http://dx.doi.org/10.3390/nu10091210>

⁵ USDA Choose MyPlate.gov. <https://www.choosemyplate.gov/>

Iowa Menu Approval Sheet

Computer Analysis

Menu Dates: _____

Locations menu will be used: _____

Additional Instructions: Menus analyzed with computer analysis must meet the DGA/DRI requirements as a weekly average. Items provided on the side like salad dressing, sugar/sugar substitutes, salt, pepper, butter, and trans-fat free non-dairy coffee creamer are not included as part of the weekly nutrient analysis.

Nutrient	Dietary Guidelines/ DRI per meal nutrient requirement	Weekly Average Menu Requirement	Weekly Average Documentation (Identify each week separately e.g., week 1, 2, etc.)
Calories	533-730	533-730	
Protein	10-35% of calories	10-35% of calories	
Carbohydrate	45-65% of calories	45-65% of calories	
Fat	20-35% of calories	20-35% of calories	
Saturated Fat	≤10% of calories	≤10% of calories	
Fiber	≥7 grams	≥7 grams	
Sodium	≤ 767milligrams	≤ 1000 mg	
Potassium	≥ 1567 milligrams	≥ 1100 milligrams	
Calcium	≥ 330 mg	≥ 330 mg	
Vitamin C	≥ 25 mg	≥ 25 mg	
Vitamin B6	≥0.50 mg	≥0.50 mg	
Vitamin B12	≥0.8 micrograms	≥0.8 micrograms	

I certify to the best of my knowledge these menus provide one-third of the current Dietary Reference Intakes for individuals aged 60 years and older and conforms to the 2015-2020 Dietary Guidelines for Americans.

Dietitian Signature _____ Date _____

Iowa License Number _____

Email address _____

Iowa Menu Approval Sheet

Iowa Guide for Menu Planning

Menu Dates: _____

Locations menu will be used: _____

Additional Instructions: A food item in one or more food group can only be classified once as meeting the requirement for a meal. For example: cottage cheese can be counted as a Milk/Milk alternative or a Lean Protein source, not both.

Nutrient-rich desserts that include fruit, whole grains, and low-fat milk can count toward meeting the appropriate food group required servings.

Food Group	Minimum Number of Servings	Minimum Requirements	Does each meal meet the requirement? (yes/no)
Fruits and Vegetables	2-3 servings	<p>Provide food sources high in vitamin C and potassium daily. Limit juice to one serving per meal, if using. Encourage no- to low-sodium canned vegetables.</p> <p>1 serving is equivalent to:</p> <ul style="list-style-type: none"> • ½ cup cooked, canned, or chopped raw fruits or vegetables • 1 cup leafy raw vegetable (lettuce, spinach, etc.) • 1 medium whole fruit (apple, orange, banana, etc.) • ½ grapefruit • 1/8 melon • ¼ cup dried fruit • 6 oz 100% vitamin C fruit or vegetable juice • 1 small potato or ½ large potato • ½ cup sweet potatoes, yams, corn kernels, squash, peas, or lima beans 	
Lean Protein Source	3 oz equivalent	<p>Meats should be baked, broiled, grilled, or roasted. Limit processed meats to one 3 oz serving per week. Seafood is encouraged regularly for omega-3 fatty acids.</p> <p>1 ounce is equivalent to:</p> <ul style="list-style-type: none"> • 1 oz cooked lean beef, veal pork, lamb, chicken, turkey, or fish • 1 oz canned tuna or salmon packed in water • 1 oz low-fat cheese • 1 egg • ¼ cup cooked beans or legumes • ½ cup tofu • ¼ cup low-fat cottage cheese • ½ oz nuts or seeds • 1 Tablespoon peanut butter 	

Grains	2 servings	At least half of grains should be whole grain. 1 serving is equivalent to: <ul style="list-style-type: none"> • 1 oz bread or grain product • ½ cup cooked cereal, pasta, or rice • ¾ cup dry cereal • 1 slice bread or small dinner roll • ½ English muffin, bun, small bagel, or pita bread • 1--6" tortilla • 1 ¼" square cornbread • 1--2" diameter biscuit or muffin • 4-6 crackers 	
Milk or Milk Alternative	1 serving	1 serving is equivalent to: <ul style="list-style-type: none"> • 8 oz vitamin D fortified skim, 1%, or 2% milk • 8 oz dairy alternative milk fortified with calcium and vitamin D • 8 oz low-fat yogurt • 1 ½ oz cheese • 1 cup pudding made with low-fat milk • ½ cup ricotta cheese • 2 cups cottage cheese 	
Oils or Fats	No more than 1 serving	1 serving is equivalent to: <ul style="list-style-type: none"> • 1 Tablespoon vegetable oil or margarine • 1 Tablespoon mayonnaise • 2 Tablespoons low-sodium salad dressing • ½ medium avocado • 1 oz nuts or seeds • 2 Tablespoons peanut butter 	
Condiments	optional	Encourage herbal seasonings, lemon, and vinegar to provide flavor without sodium. Limit foods high in sodium. Condiments include items on the side like salad dressing, sugar/sugar substitutes, salt, pepper, butter, and trans-fat free non-dairy coffee creamer.	
Beverages	optional	No- to low-calorie beverages: water, water with lemon, unsweetened tea, coffee, etc.	
Desserts	optional	Recommend fruit for dessert to decrease added sugar consumption. Nutrient-rich desserts that contain fruit, whole grains, low-fat milk product are encouraged.	

I certify to the best of my knowledge these menus provide one-third of the current Dietary Reference Intakes for individuals aged 60 years and older and conforms to the 2015-2020 Dietary Guidelines for Americans.

Dietitian Signature _____ Date _____

Iowa License Number _____

Email address _____