



RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM  
LAS VEGAS TRANSITIONAL GRANT AREA (TGA)

***FOOD BANK/HOME DELIVERED MEALS—SERVICE STANDARDS***

<b>Drafted by Part A Recipient Office</b>	<b>Approved by Part A Planning Council</b>
May 2017	May 2017

**IMPORTANT:** All Las Vegas Transitional Grant Area (TGA) service providers must adhere to the Las Vegas-TGA [Universal Service Standards](#). Please read the [Universal Service Standards](#) prior to reading the service standards below.

**Service Description**

Food Bank/Home Delivered Meal refers to the provision of actual food items, hot meals, or a voucher program to purchase food. This also includes the provision of essential non-food items that are limited to the following:

- Personal hygiene products
- Household cleaning supplies
- Water/filtration/purification systems in communities where issues of water safety exist.

**Program Guidance**

Unallowable costs include household appliances, pet foods, and other non-essential products.

**Minimum Requirements**

STANDARD	MEASURE
<b>1. Staff Requirements</b>	
A. None at this time.	A. N/A
<b>2. Service Delivery</b>	
<b>2.1. Food Vouchers</b> Distribution of food vouchers, amounts, and frequency are dependent upon need and availability. Clients must return receipts to verify items purchased with food voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with issued food voucher(s).	2.1. Documentation in consumer record of receipts showing allowable items
<b>2.2. Personal Hygiene Products</b> Distribution of personal hygiene products, amounts, and frequency are dependent upon need and availability. Clients must return receipts to verify items purchased with personal hygiene voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with	2.2. Documentation in consumer record of receipts showing allowable items

issued personal hygiene vouchers. Receipts must be returned prior to additional issuance of personal hygiene voucher(s).	
<p><b>2.3. Household Cleaning Supplies</b></p> <p>Distribution of cleaning supplies, amounts, and frequency are dependent upon need and availability. Clients must return receipts to verify items purchased with household cleaning supplies voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with issued household cleaning supplies voucher(s). Receipts must be returned prior to additional issuance of household cleaning supplies voucher(s).</p>	2.3. Documentation in consumer record of receipts showing allowable items
<p><b>2.4. Water Filtration/Purification Devices and Replacement Filters</b></p> <p>Filtration/purification device must meeting National Sanitation Foundation/American National Standards Institute standard for absolute cyst removal or particles less than one micron, including the designations tested and certified to the NSF/ANSI Standards 53 or 58 for cyst removal. Allowable products are PUR Water Filter Pitcher and PUR Basic Faucet Water Filter. Replacement filter cartridge as required by product meeting NSF/ANSI Standard 53 or 58 cyst removal. Allowable products are replacement filter cartridges for PUR Water Filter Pitcher and PUR Basic Faucet Water Filter. Any and all other water filtration/purification devices and replacement cartridges require prior written approval from Part A recipient office.</p>	2.4. Documentation in consumer record the device meets NSF/ANSI standards
<b>3. Program Data and Reporting</b>	
<p>A. Food Bank/Home Delivered Meals programs are required to collect the following data elements in the Las Vegas TGA CAREWare data system:</p> <ul style="list-style-type: none"> <li>• Year of birth</li> <li>• Ethnicity</li> <li>• Hispanic subgroup</li> <li>• Race</li> <li>• Asian subgroup</li> <li>• NHPI Subgroup</li> <li>• Gender</li> <li>• Transgender subgroup</li> <li>• Sex at Birth</li> </ul>	A. Documentation in Las Vegas TGA CAREWare
<b>4. Policies and Procedures</b>	
A. <a href="#"><i>Food Bank/Home Delivered Meals-Policies and Procedures</i></a>	A. N/A
<b>5. Referral Policy</b>	
A. All service providers must work in partnership with the	A. For internal Ryan White

<p>client, their internal care coordination team and external providers (both Ryan White HIV/AIDS Program-funded and non-Ryan White-funded sites) to ensure appropriate and timely service referrals are made.</p> <p>For more information, see Las Vegas TGA <a href="#">Referral Policy</a>.</p>	<p>Part A referrals: documentation in CAREWare. For external referrals: documentation in client record that referral was completed.</p>
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