

**STATE OF NEVADA  
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS  
FOOD PANTRY**

**Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.**

**PURPOSE:**

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and PROGRAM-SPECIFIC REQUIREMENTS established for each type of funded service.

**SERVICE DEFINITION:**

This service provides non-perishable food items to older individuals on a monthly basis.

**SERVICE CATEGORIES AND UNIT MEASURES:**

*Food Pantry:* A service that provides purchased and/or donated, unexpired, non-perishable food items to individuals, age 60 and older, to assist with meeting their nutritional needs.

***One unit equals one monthly distribution of food, per person.***

**SPECIFICATIONS:**

1. Required Services:
  - 1.1 Emergency food supplies provided to individuals age 60 or older to assist with meeting their nutritional needs consisting of non-perishable goods that do not require preparation.
  - 1.2 Provide clients with referrals to meal programs and other resources that may assist with additional nutritional needs.
  - 1.3 Provide nutrition education materials to each client with the monthly distribution of food. The goal of nutrition education is to provide information that will promote improved food selection, eating habits and health-related practices. Documentation shall include a copy of the materials and the date they were distributed.
2. Nutrition Service Standards:
  - 2.1 Limit the distribution of food that has minimal or no nutritional value; the majority of food distributed should be healthy and nutrient-dense. Programs shall not

- purchase foods that are high in fat, cholesterol, sugar, and/or sodium, with ADSD grant funding (see Appendix B).
- 2.2 Utilize guidance from ADSD's contracted Registered Dietitian:
    - 2.2.1 Appendix A: List of preferred non-perishable food items.
    - 2.2.2 Appendix B: A general guide to calories and nutrients per serving.
  - 2.3 Develop policies and procedures for managing the food inventory to maximize the number of clients served, while distributing an adequate amount of food to sustain each client for a short period of time, as defined by the program and approved by ADSD.
  - 2.4 Programs must maintain the food safety standards listed in the Food Pantry - Food Safety Checklist (Appendix C).
  - 2.5 Training shall be provided for all paid and volunteer personnel to assure the safe handling of food. Training shall consist, at a minimum, review of the standards contained in Appendix C, and related procedures that ensure the standards are followed, such as when and how to wash hands, how to determine if a can of food is safe to distribute, etc.
    - 2.5.1 Retain copies of training materials used, information from outside classes attended (if applicable), and a list of staff and volunteer training status for review by ADSD.

## APPENDIX A

### PREFERRED NON-PERISHABLE FOOD ITEMS

#### **Dairy: (no coconut, rice or almond milk)**

- Evaporated milk – skim
- Powdered milk – skim
- Soy milk
- Ultra High Temperature (UHT) milk – low fat white, low fat chocolate, skim
- Velveeta cheese (bar)

#### **Grains/Grain Products:**

- Bran, banana nut, apple muffin mixes
- Brown rice, rice, red beans and rice mixes
- Canned hominy
- Corn tortillas
- Whole grain flour
- Cornbread/cornbread muffin mix
- Crackers – Wheat thins, peanut butter, whole grain saltines (unsalted), Triscuits, graham crackers
- Fiber bars
- Pancake mix – complete
- Quinoa, Cous Cous
- Whole grain cereals such as: granola; oatmeal; Wheatena; whole grain Cream of Wheat; Mini Shredded Wheat; all bran cereals; multigrain Cheerios; Total; Wheat, Corn and Rice Chex; Life; Special K; and Trix
- Whole grain pasta/pasta

#### **Fruits:**

- All canned or single serving fruits in light syrup
- Juices – orange, grapefruit, pineapple
- Raisins, prunes, dried apricots, peaches and apples

#### **Vegetables:**

- All canned vegetables – low sodium preferred, such as carrots, mixed vegetables, corn, lima beans, peas and carrots, peas, succotash, black-eyed peas, tomatoes, asparagus, yams, spinach, greens, pumpkin
- Beans canned or dry– kidney, pinto, pink, black, garbanzos, lentils, navy, baked beans, refried beans, soybeans
- Vegetable, tomato and carrot juice – low sodium

#### **Soups: (no Ramen style soups)**

- Canned low sodium (Healthy Choice or Progresso Heart Healthy are good) - Tomato, beef or chicken vegetable, beef barley, bean, split pea, lentil, chili with beans, gumbo, minestrone, meat ball, clam or corn chowder, squash, chicken rice with vegetables

**Meats/Fish/Poultry:**

- Canned low sodium – beef stew, beef, corned beef, ham, corned beef hash, chicken, turkey, tuna, crab, salmon, sardines, Vienna sausages, shrimp, cod, mackerel

**Miscellaneous:**

- All nuts
- Low fat popcorn
- Peanut butter
- Reduced sugar puddings
- Sunflower seeds

## APPENDIX B

### General Guide to Calories and Nutrients per Serving of Food Item

Item	Level of Calories or Nutrients		
	Low	Moderate	High
Calories	40	100	400
Cholesterol	30 mg*	60 mg	90 mg
Fat	3 – 5 g*	10 – 15 g	24 or more g
Sodium	140 mg	200 mg	480 mg
Sugar	13 – 20 g	25 – 40 g	50 or more g

\*mg = milligram; g = gram

Dietary fat plays an important role in your health. We all need some fat in our diets, but too much unhealthy fat such as saturated fat and cholesterol may increase blood cholesterol, as well as the risk for heart disease and certain types of cancer. Fat has also been linked to weight gain and obesity. Some major sources of unhealthy fat in the American diet are foods from animal sources such as beef, lamb, pork, lard, poultry fat, butter, cream, whole milk, cheeses, ice cream and sour cream. Foods from plant sources that contain saturated fat include coconut, coconut oil, palm oil and palm kernel oil and cocoa butter these substances are used in the manufacture of chocolate, cakes, cookies and other pastries.

The American Heart Association recommends limiting the amount of added sugars you consume to no more than about 6 teaspoons per day for women and 9 teaspoons per day for men. The major sources of added sugars in American diets are regular soft drinks, candy, cakes, cookies, pies, sweet rolls, donuts, sugary cereals, fruit drinks such as fruit punch, ice cream, sweetened yogurt and sweetened milk.

The Dietary Guidelines for Americans recommend limiting sodium intake to less than 2,300 mg a day — or 1,500 mg if you're age 51 or older, if you are black, or if you have high blood pressure, diabetes or chronic kidney disease. If for some reason a person's kidneys can't eliminate enough sodium, the sodium starts to build up in your blood and your body retains more liquid than necessary. This increase in fluids makes your heart work harder and may cause high blood pressure. If this situation becomes chronic, it can lead to heart disease, stroke, kidney disease and congestive heart failure. The main sources of sodium in a typical diet are: Processed foods such as bread, prepared (canned, dry or frozen) dinners like pasta, meat and egg dishes, pizza, canned or dry soup mixes, canned vegetables, cold cuts, bacon, sausages, cheese, and fast foods.

**APPENDIX C**

**FOOD PANTRY - FOOD SAFETY CHECKLIST**

Section/Compliance Item	Y/N	Comments
<b>A. Food Handling</b>		
1. Employee hand washing facilities include liquid soap and disposable towels.		
2. Five-step hand washing procedure is posted in appropriate languages.		
3. Food handlers (including volunteers) wash their hands often. Hands are washed between tasks (e.g. re-packaging dry food products), before putting on gloves, after using the restroom or whenever soiled.		
4. Smoking and chewing tobacco are not allowed in the building. NO SMOKING SIGNS ARE POSTED.		
5. Purchased foods are checked for quality/quantity at time of delivery or pick-up. Suspect foods are refused or returned.		
6. The facility has a regular pest control program.		
7. Foods are inspected for signs of pest infestation. Suspect foods are refused, returned or discarded, as appropriate.		
8. Each vehicle used for transporting food is maintained in a clean condition.		
<b>B. Dry Storage</b>		
1. There is an adequate amount of space for dry storage.		
2. Foods are not stored beyond the maximum recommended storage time. See "Storage Chart - Dry Food" at <a href="http://adsd.nv.gov/Programs/Grant/Nutrition/Resources">http://adsd.nv.gov/Programs/Grant/Nutrition/Resources</a> for recommended maximum storage periods for dry goods.		
3. All foods are properly labeled with a "use-by" date (month/year).		
4. Food is stored to ensure first in/first out (FIFO) use.		
5. Bulk food items not stored in original containers.		
6. Bulk food containers must have handled scoops that are stored in the product with the handle pointing upwards or stored outside of the container depending on the local health code.		
7. Food storage containers are clean and are either National Sanitation Foundation (NSF) approved or food-grade with tightly closing covers.		
8. Heavy items are stored on lower shelves and lighter items on higher shelves.		
9. Storage racks are in good condition (free from rust, broken or bent shelves and set on solid legs).		
10. Shelves are clean.		
11. Floors are clean and in good condition.		
12. Storeroom is adequately ventilated and maintained at 50° F - 70° F. Temperature logs are maintained.		
13. Cleaning products are stored separately from food.		