



REQUEST FOR PROPOSAL

Meal Services for Home-delivered Meal Program

July 1, 2026 – June 30, 2029

Release Date: January 22, 2026

Submissions Must be Received via email by

March 26, 2026, at 2:00 pm EDT

Contact: Elise Mendelsohn

Phone: (267) 507-2173

Email: MealsRFP2026@pcacares.org

Table of Contents	Page
Section I. General Information	
General Information for Applicants	3 – 10
Timeline Summary	11
Section II. Proposal Format	
Proposal Narrative Guidelines	13 – 15
Section IV. Meal Specifications	
Meal and Nutrition Requirements - Frozen Individually Pre-portioned Meals with Fresh Complements	17 – 22
Meal and Nutrition Requirements – Cold Pack Individually Pre-portioned Meals with Fresh Complements	23 – 25
Holiday Meals	26
Policies and Procedures	27 - 28
Section V. Standard Meal Program Material	
Requirements for Menu Development and Menu Submission	30 – 31
Inventory of Meals	31 – 32
Procedures for Meal Deliveries	32
Sanitation and Food Temperature Requirements and Procedures	32
Personnel	32 – 33
Monitoring and Documentation	33 – 34
Billing	35
Reimbursement/Credit Procedures	35
Appendix A: Sample Menu	36 – 37
Appendix B: Menu Development Information	38 – 39

Philadelphia Corporation for Aging (PCA)

Section I

General Information for Applicants

Meal Services for Home-delivered Meal Program

July 1, 2026 – June 30, 2029

A. General Information for Applicants

B. Timeline Summary

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026, through June 30, 2029)**

Part A: General Information for Applicants

1. General Information

Philadelphia Corporation for Aging (PCA) is designated by the Pennsylvania Department of Aging (PDA) as the Area Agency on Aging (AAA), mandated to plan, coordinate, and administer a system of services to older adults of Philadelphia County. The functions and purposes of PCA are mandated and described by the Older Americans Act and Pennsylvania Act 70. As part of its service network, PCA provides funding for home- delivered meals served from its Meal Distribution Center (MDC) located at 2810 N. 17th Street, Philadelphia, PA 19132.

This Request for Proposal (RFP) provides interested applicants with information to prepare and submit a proposal for consideration by Philadelphia Corporation for Aging for the preparation and delivery of meals to the PCA Meal Distribution Center. Home- delivered meals offered to older adults in Philadelphia County include nonkosher and kosher individually frozen pre-portioned meals with fresh complements, and nonkosher and kosher cold pack individually pre-portion meals with fresh complements.

2. Issuing Office and Contact Persons

PCA will contract directly with Meal Providers for meals delivered to the MDC.

PCA reserves the right to determine the quantities of meals to be purchased from any one Provider if total orders exceed any one Provider's capacity within the contract period or if a price advantage can be achieved.

PCA is the sole point of contact for this RFP. The contact person is Elise Mendelsohn, (267) 507-2173. Email: MealsRFP2026@pcacares.org.

3. Contract Period and Service to be Purchased

PCA will award contracts to Providers for the Home-delivered Meal Program for the period July 1, 2026, through June 30, 2029. Unit prices will be negotiated as part of this RFP process, subject to approval by the Pennsylvania Department of Aging (PDA) and will be fixed for the duration of the three-year contract period. The number of meals may fluctuate from year to year; amendments will be issued as warranted.

The current expected breakdown of meals to be served is as follows:

Category	Approximate Weekly # of Meals	Approximate Yearly # of Meals
Frozen Meals Nonkosher	21,750	1,183,000
Frozen Meals Kosher	2,230	115,500
Cold Packs Nonkosher	136	7,089
Cold Packs Kosher*	8	430

Service levels are a close projection but cannot be guaranteed. The approximate number of meals to be purchased is subject to change based on the number of consumers and fund allocations received by the Federal and/or State government.

*Note: Although there is a limited number of Kosher Cold Packs, this service must be available to PCA consumers. To ensure this service is available, PCA requires all Kosher meal applicants that submit proposals and bids and be prepared to provide BOTH the frozen meal and the cold pack.

4. Type of Contract

Contracts to be awarded will be unit price contracts.

5. Question and Answer Session

Prospective applicants are encouraged to attend the Question and Answer Session. The purpose of this session will be to clarify information in this RFP.

The session will be held virtually on Tuesday, February 10th at 10 am.

Those interested in attending must RSVP using the form linked [here](#) to receive the Teams link for the virtual meeting. Prospective applicants can submit questions in the RSVP form. Responses to the submitted questions will be provided during the session. All RSVP forms and questions must be completed by Thursday, February 5th at 3pm.

It is the potential applicant's responsibility to submit the RSVP form to PCA by this deadline. PCA assumes no responsibility for a form that has not been received. Questions received in advance will be answered first during the Question and Answer Session. Additional questions can be submitted at a specified time during the Question and Answer Session.

Answers will not be official until verified in writing by PCA. Copies of the written responses from the Question and Answer Session will be posted on PCA's website. All applicants will be bound by the explanations and decisions reached as a result of the Question and Answer Session.

6. Meal Distribution Center Tour

PCA will provide the opportunity to visit the Meal Distribution Center for applicants who are interested. The tour is scheduled for Wednesday, February 11th at 10 am. Potential applicants should utilize the Question and Answer RSVP Form to indicate their interest in attending the tour.

7. Intent-to-bid Form

Any applicant who plans to submit a proposal in response to this RFP is required to complete the Intent-to-bid Form linked [here](#) by Thursday, February 19th by 3 pm. It is the applicant's responsibility to confirm receipt by PCA. PCA assumes no responsibility for a form that has not been received.

On the form, applicants will indicate the meal categories that they intend to bid on. The form will also require information for the facility inspections including the locations, contact persons, dates unavailable, and documentation. Applicants who fail to provide required documents with the Intent-to-bid Form will be disqualified from bidding.

Only applicants who have submitted an Intent-to-bid Form by the due date and time will be scheduled for a site inspection and be eligible to submit a proposal.

8. Response Date for Proposals

To be accepted and be considered complete, *proposals must be submitted via email to Elise Mendelsohn at MealsRFP2026@pcacares.org, on or before Thursday, March 26th at 2pm.*

Any proposal submitted after 2pm (according to the time of delivery of the email) will be rejected. PCA is not responsible for non-delivery or late delivery, regardless of the reason. Late proposals will be returned unopened to the applicant.

9. Selection Committee

A Selection Committee will be appointed by PCA. The Selection Committee will read and score proposals accepted for consideration using a standardized rating form. The full Selection Committee, or a subgroup, will conduct and score facilities inspections, meal samples, and an oral presentation that are required for each qualifying applicant.

10. Facility Inspections

A facility and equipment inspection will be conducted during a site visit to the kitchen/commissary of each *local* applicant. A “local” applicant is defined as one whose current operating production facility is located within one-hour’s drive to PCA’s Meal Distribution Center during day-time traffic, of which PCA will be the sole judge. The facility inspection will be scheduled by email on the business day prior to the visit. The kitchens/commissaries to be inspected must be in operation at the time of inspection. The

Intent-to-bid Form submission must include any dates in February that the facility is closed or unavailable in addition to the contact person and information who will be onsite for the inspection.

If an applicant does not have a local kitchen/commissary and plans to use prepackaged frozen meals produced out of the area, the applicant must have a local facility from which to distribute the frozen meals and all complement items that are a part of the menu. A local facility is defined as a facility located within one-hour's drive to the PCA Meal Distribution Center during day-time traffic, of which PCA will be the sole judge. Frozen meals not produced locally, as defined in the previous paragraph, or prepared outside of the Commonwealth of Pennsylvania must be prepared in a USDA-inspected facility. Local distribution/ storage sites will be inspected in lieu of the production facility.

PCA will not consider bids on home-delivered meals submitted by any applicant that lacks a local facility. This limitation includes proposed facilities that are not currently in operation.

Applicants who are preparing meals outside of the local area and have an inspection conducted at the local distribution facility will receive only 80% of the Facility Inspection score earned.

Applicants must meet a minimum score for the Facility Inspection. Those who do not meet the minimum score will be disqualified from submitting a proposal.

11. Proposal Narrative

To be considered complete, submitted proposals must follow the order listed in the Proposal Narrative Guidelines (see Section II) and be numbered accordingly. Proposals must be signed electronically by an official authorized to bind the applicant to its provisions and be submitted by the response date and time mentioned above. If submitting a proposal for more than one meal category, each proposal must be a stand-alone submission for all sections of the Proposal Narrative.

12. Menu Submission

a. Menu Submission for RFP

- Menus and nutrition analysis must be submitted using PCA provided documents along with the Proposal Narrative sent by email to Elise Mendelsohn at MealsRFP2026@pcacares.org, on or before Thursday, March 26th at 2pm.
- All documents are available on the PCA [website](#) under the section for Request for Proposals/Qualifications.
- This submitted menu will serve as the menu to be utilized by the selected provider for the July – December 2026 menu cycle.
- **The submitted menus and nutrition analysis must meet the requirements described in Section IV. Meal Specifications.**

b. The following menus must be submitted:

- Set menu for the individually frozen meals (5-week cycle menu)
- Fresh complements menu for set menu (5-week cycle)
- Cold Pack menu (2-day, 5-week cycle)

- Holiday menus (kosher: Rosh Hashanah, Chanukah, Passover Sedar; nonkosher: Thanksgiving, Christmas, Easter)
- c. The nutrition analysis and allergen information must be submitted for:
 - Set menu for the individually frozen meals (5-week cycle menu)
 - All fresh complement items to be utilized for the set menu
 - Cold Pack menu (2-day, 5-week cycle)
- d. A sample meal label for an individually frozen and/or cold pack meal must be provided. The label must incorporate all requirements outlined in Section IV. Meal Specifications.

13. References

An applicant not currently under contract for PCA references will be contacted for evaluation. The references are required to be listed in the Proposal Narrative. Do not list PCA or PCA staff as a reference.

An applicant currently under contract with PCA will be evaluated for past performance of the meal category. For these applicants, no references are to be submitted.

14. Meal Samples

Applicants will be required to submit meal samples for each category for which a proposal has been submitted. All meal samples that are submitted must be based on the menus submitted as a part of the proposal.

A complete set of sample packaging materials and disposables that will be used, e.g., two- and three- compartment tray, ovenable container, etc. must be submitted along with the meal samples.

An applicant who submitted a proposal for individually frozen meals must submit five different individually frozen meals. These meals should reflect a variety of meal types (ie poultry, beef, breakfast, non-meat, or fish). There should be five packages of each different meal. Fresh complements must be provided for a full week of the menu to serve one person.

An applicant who submitted a proposal for cold pack meals must submit two different cold pack meals. There should be five packages of each different meal. Fresh complements must be provided for a full week (two days) of the menu to serve one person.

Meal samples must be delivered to the MDC on Tuesday, April 14th. Additional information regarding the contact person for the day of delivery and time range will be shared upon receipt of the submitted proposal.

Applicants who fail to submit the required meal samples or do not deliver the meal samples according to the instructions will be disqualified.

Meal samples will be evaluated by the Selection Committee to determine if they meet PCA quality standards. Applicants will be notified if the submitted meal samples do not meet the minimum standards.

15. Oral Presentation

Qualified applicants will be invited to make an oral presentation. Qualified applicants are those who have met the minimum standards for the meal samples and achieved a minimum combined score.

During the presentation, the applicant will have 15 minutes to present their proposal and 30 minutes to respond to questions from the Selection Committee, and to clarify their proposal to ensure mutual understanding. At PCA's discretion, additional time may be allotted for applicants submitting multiple proposals.

The oral presentation will be held at PCA on Thursday, April 23rd. Virtual attendance or attendance by phone will not be permitted. Invitations will be sent to qualified applicants on Thursday, April 16th.

The applicant's Oral Presentation will be evaluated by the Selection Committee. The applicant must meet the required minimum score to be considered further.

16. Bid Price and Unit Cost Analysis Sheets

The applicant must fully complete the bid price and unit cost analysis sheet for each meal category. Copies of these forms can be found on PCA's website. The forms cannot be altered. Any substantive alteration to the RFP forms will automatically disqualify an applicant. The submitted forms will be kept confidential, and information shared therein will not be shared with other applicants. Prices submitted must remain at a firm maximum for a period of 90 days after submission of price bids.

Applicants should stamp or label these forms with the word "Confidential" and submit them as a separate encrypted file.

17. Proposal Submission Requirements

An applicant must submit the proposal electronically via email to Elise Mendelsohn at MealsRFP2026@pcacares.org. A separate email must be submitted for each meal type with the proposal narrative and accompanying attachments. Each email subject must include the name of the applicant and the meal category of the submission.

The following documents must be attached to each email as separate documents. All items must be included for the submission to be considered complete:

- Proposal Narrative
- Menu Submission (including menus, nutrition analysis and sample label)
- Applicant Attachments (including completed fillable pdf and associated files)
- Bid Price Sheet and Unit Cost Analysis Sheet

18. Rating of Applicants

The following describes how submissions will be evaluated.

Submission	Point Value
Facility Inspection	25
Proposal Narrative	35
Menu Submission	15
References	5
Meal Samples and Packaging Materials	20
Maximum Score	100

A qualified applicant must have passing scores for both the Facility Inspection and the Meal Samples. A passing score for the Facility Inspection is earning at least 15 points out of a possible 25 points. A passing score for Meal Samples is earning at least 15 points out of a possible 25 points.

Applicants who have passed the facility inspection and meal samples must achieve a minimum score of 75 of a possible 100 points for the subtotal score to be considered a qualified applicant. Only qualified applicants who have achieved this minimum score will be invited to make an oral presentation.

A qualified applicant will be evaluated by the Selection Committee for the Oral Presentation session. A passing score for the Oral Presentation is earning at least 6 points out of a possible 10 points. Applicants must have a passing score for the Oral Presentation for further consideration.

19. Provider Selection Process

Each contract for the Home-delivered Meal Program will be awarded to one provider. PCA reserves the right to determine which contracts are awarded to successful applicants and to negotiate separately with any or all applicants for any or all parts of the service and price.

20. Rejection of Proposals

PCA reserves the right to disqualify any applicant whose proposal is not fully responsive to the service specifications, the proposal format, or the specified timetables, or whose bid is not enclosed. PCA reserves the right to waive minor deviations or irregularities in any proposal, at its own sole discretion.

Any of the following will disqualify an applicant from the bidding process:

- Failure to submit an appropriate food license
- Failure to pass facility inspection
- Failure to submit meal samples or providing samples of quality not meeting PCA standards

- Failure to meet minimum subtotal score
- Failure to meet minimum standards for the Oral Presentation

21. Proposal Documents

All submitted documents and files submitted for consideration become the property of PCA upon submission and will not be returned, except for bids from applicants who did not qualify. All information contained in the proposal will be held in confidence by PCA.

22. False Information

Any applicant providing false information, as verified by PCA, will be immediately disqualified from consideration.

23. Prior Costs

Philadelphia Corporation for Aging is not liable for any cost incurred by the applicant prior to execution of a contract.

24. Economy of Preparation

Proposals are to be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements noted in this RFP.

25. Non-Discrimination Clause

Qualified respondents are encouraged to apply, including small businesses and businesses owned by veterans, seniors, individuals with disabilities, and historically underrepresented groups. However, all submissions will be evaluated based solely on merit, the objective criteria stated in this RFP, and in accordance with applicable non-discrimination and procurement law. The Provider must agree not to discriminate against any employee or applicant for employment because of age, race, creed, religion, color, national origin, ancestry, marital status, sex, disability or other legally protected characteristic.

Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026, through June 30, 2029)

Part B: Timeline Summary

Date	Time	Activity
Thurs., Feb 5 th	3 pm	Question Form for RFP Question and Answer Session due at PCA.
Tues., Feb 10 th	10 am	RFP Question and Answer Session, Virtual
Weds. Feb 11 th	10 am	Tour of Meal Distribution Center at 2810 N. 17 th Street, Philadelphia, PA
Thurs., Feb 19 th	3 pm	Intent-to-bid Form due at PCA
Feb 24 th – 27 th	TBD	Facility Inspection
Thurs. March 26 th	2 pm	Proposal due via email to Elise Mendelsohn at MealsRFP2026@pcacares.org .
Tues., April 14 th	TBD	Meal samples due (details to be provided)
Thurs., April 23 rd	TBD	Oral Presentations
Weds., July 1 st		Contract Starting Date for FY2027

Philadelphia Corporation for Aging (PCA)

Section II Proposal Format

Meal Services for Home-delivered Meal Program

July 1, 2026 – June 30, 2029

Proposal Narrative Guidelines

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026, – June 30, 2029)**

Proposal Narrative Guidelines

Directions: Please submit all information requested in the following section *in the order specified and numbered according to the specific sections of the RFP*. Answer questions in narrative form and, if needed, by attaching charts and documents.

1. Bidding Agency Experience

- a. Management Experience and Company Philosophy. Describe the applicant's company mission and values. Describe the applicant's qualifications and experience, or comparable experience, in the preparation and delivery of the type of meal category being proposed to serve PCA's Meal Distribution Center. Include details about how long and how the applicant has worked to provide this service to similar meal categories at acceptable quality, quantity, and temperature levels, within an established time schedule.
- b. References. List other agencies or meal programs of comparable size and/or nature currently being served. Specify if food for these agencies is prepared in the same or different kitchen as proposed for this contract. Provide company name, address, phone number and email, an authorized contact person and an alternate for a minimum of three agencies, two of which must be related to the experiences described above (1.a. Management Experience). The contact person(s) whose names are provided must be authorized to provide a reference.

An applicant is not required to submit references for meal categories if currently under contract with PCA. Current contract performance will be rated by PCA for applicants currently under contract with PCA.

Do not list PCA or PCA staff as a reference.

2. Personnel Qualifications

- a. Contract Liaison and Company's Organization. Describe the team that will be responsible for this contract if awarded. Identify the staff person designated as contract liaison and supervise the program day to day and the relationship of that person to the head of the organization. For all team members who will work with PCA, and the Meal Distribution Center include their name, title, job description and resume. Indicate who is designated as the individual to handle problems, discuss menus, visit the MDC when requested, and attend required meetings. If the kitchen producing the meals is more than one hour's drive from PCA, a local individual must be designated as a part of the team. This person must be available to address local issues and attend required meetings. Attach an organizational chart which indicates all of these individuals, clearly identifying their relationship to each other.
- b. Registered Dietitian. Identify the Registered Dietitian(s) who will be creating,

analyzing and submitting the menus and nutrition analysis for submission to PCA. Provide the resume(s) and current proof of registration with the Commission on Dietetic Registration for the identified Registered Dietitian(s). Describe their role, including job description, methods of menu preparation and development.

3. Meal Preparation, Packaging, and Delivery Procedures

a. Meal Preparation and Packaging Procedures.

Describe the meal preparation and packaging procedures for *all* items. If providing frozen meals, include a thorough description of your method of freezing meals. Include a description of the ability to build inventory for all frozen entrees to meet choice meal orders and your flexibility to respond to fluctuations in week-to-week orders. Include details about the turnaround time for delivering frozen meals and/or cold pack meals and fresh complements based on ad hoc orders and the quantity for that timeline. Describe the plans for sourcing and delivery of fresh complements and the ability to source seasonal items based on requests.

If you will be purchasing or using a product prepared and frozen elsewhere, indicate the name and address of the facility/supplier and describe their freezing procedures. Provide proof of U.S.D.A. inspection for the facility. If purchasing meals from another company, provide a brief company history, a report of company experience, and any other information that will provide a complete overview of the company from which the meals are being purchased. Indicate what types of menu items are prepared at the applicant's operated facility and what types are prepackaged.

- b. Production and Delivery Staff.** State how many meals, in addition to meals proposed under this contract, are prepared and packaged at the same time, in the same kitchen, and by the same staff. Attach the staffing chart of all employees involved in the production and delivery of meals. Asterisk (*) those positions on chart which will be new if awarded this contract. Describe how the company will accommodate any increase in production demanded by this contract (including additional staff, changes in physical plant, etc.)
- c. Plan of Daily Activities.** Describe the plan of daily activities including time schedules (pertaining to preparation through cleanup). If bidding on more than one meal contract with PCA, describe how each plan relates to one another.
- d. Delivery Equipment.** Describe the equipment and vehicle(s) that will be used to transport meals and maintain food temperatures (including size, quality, and quantity.) Indicate when equipment was purchased. If the company does not currently possess the equipment, identify what will be purchased. Indicate how vehicles have the means to communicate with the commissary or MDC, e.g. radio, cell phone, etc.
- e. Packing Items.** Describe all packaging materials that will be used in the category including manufacturer's name, order number, complete description of each paper product and/or manufacturer's specifications. Please note that the two- and three-compartment trays will in some instances be heated at the MDC prior to transport. During this heating and transport process the film cover must remain fully sealed. The MDC uses convection ovens for heating.

4. Administrative Policies and Procedures

- a. Training. Describe in-service training for company staff, including drivers. List dates and topics of past year's trainings. Include copies of related syllabus and/or handouts for each one.
- b. Production Sanitation and Safety. Describe the procedures at the production facility to ensure safety and sanitation in the following processes: food preparation, packaging, freezing (if applicable), and storage. Include self-monitoring plan to comply with procedures. Self-monitoring plans include any tracking forms or logs, schedules, and maintenance logs.
- c. Transport and Delivery Sanitation and Safety. Describe the procedures that are followed during transportation and delivery to ensure safety and sanitation. Include self-monitoring plan to comply with procedures. Self-monitoring plans include any tracking forms or logs, schedules, and maintenance logs.
- d. Emergencies. Describe procedures to handle emergencies, including but not limited to strikes, supply chain disruptions, food/supply shortages, sires, equipment failure, and loss of use of production and/or distribution facility(s). Describe your emergency backup plan in case of vehicle or equipment failure. Include details about how the company will proceed if any of these examples occur during the contract period. Describe the procedures and process for managing production issues, include details on who will be responsible for responding to such issues and what steps will be taken to resolve such issues.

Philadelphia Corporation for Aging (PCA)

Section III

Meal Specifications

Meal Services for Home-delivered Meal Program

July 1, 2026 – June 30, 2029

- A. Meal and Nutrition Requirements - Frozen Individually Pre-portioned Meals with Fresh Complements**
- B. Meal and Nutrition Requirements- Cold Pack Individually Pre- portioned Meals with Fresh Complements**
- C. Holiday Meals**
- D. Policies and Procedures**

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)**

**Part A: Meal and Nutrition Requirements- Frozen Individually
Pre-portioned Meals with Fresh Complements**

1. General information

- a. The frozen meal must consist of an individually frozen meal with a main dish and sides packaged in an individually pre-portioned container (specifically a 2- or 3-compartment tray).
- b. The fresh complements (or complements) include all accompanying items to complete the meal that are not included in the 2- or 3-compartment tray.
- c. Changes to the menu or substitutions that occur due to seasonal availability and/or product procurement difficulties must be documented and submitted to PCA's Nutrition Manager on a quarterly basis. The Provider registered dietitian will be responsible for monitoring the changes regarding nutrient/menu compliance.
- d. Meals must be attractive, palatable, and tasty, and to the extent possible must appeal to the cultural food preferences of participants.
- e. Kosher Meals must comply with standards established by the Union of Orthodox Jewish Congregations of America or equivalent Jewish dietary law requirements.

2. Menu Development

- a. The set menu is for consumers that have elected not to choose the meals that they receive each week. This menu should be presented as a 35-day cycle (5 weeks). It will include 35 different individually frozen meals.
- b. Here is a breakdown of meal types that are suggested for the individually frozen meals:

Meal Type	Range of Meals	
	Nonkosher	Kosher
Poultry	8-9	8-9
Beef	5-7	5-7
Seafood	5-9	5-9
Breakfast (at least $\frac{1}{2}$ must be meat free)	4-7	4-7
Non-meat/vegetarian	6-10	6-10
Pork	0-1	N/A

- c. Kosher: cannot contain pork or shellfish; the overall menu must include at least 12 'dairy style' meals.
- d. Non-meat/vegetarian category of meals should include both vegetarian and vegan protein sources. Potential options include dairy & cheese, beans, lentils, tofu, seitan and tempeh.
- e. PCA offers all consumers the ability to choose the meals that they receive each week. Participants electing to choose their meals will select from the list of 35 individually frozen meals options that are on the set menu.
- f. Each meal must differ regarding protein source and sides.
- g. Each individual frozen meal will need to have complete nutrition analysis information that includes all the food contents of the 2- or 3-compartment tray.

- h. The set menu will include information about all the components of the 2- or 3-compartment tray.
- i. Fresh complements will be standardized for all consumers (those receiving the set menu or those making choice meal selections). This will not be included in the nutrition analysis.
- j. All presented menus and plans must include all details about serving sizes, food items, etc. For example, the menu must specify the type of fruit, bread or cheese.

3. Individually Frozen Meals - Component Requirements

- a. The individually frozen meal includes the contents of the 2- or 3-compartment tray. The meal should include a main dish with 1 – 2 side dishes. The main dish may be a mixed dish such as a casserole. Required amounts are per meal unless otherwise specified:
- b. Protein: 3 oz. edible (cooked) portion or equivalent. Protein sources may include meat, poultry, eggs, cheese, fish or the protein equivalent in nuts or legumes.
 - i. Equivalents for one ounce of edible protein include: 1 ounce (solid type) cheese, $\frac{1}{4}$ cup cottage or ricotta cheese, 1 egg, 2 Tablespoons peanut butter, $\frac{1}{2}$ c dried beans, peas or lentils.
 - ii. Whole meat items should be at least 7 of the 35 meals. Whole meat items are defined as a solid piece of meat, poultry or fish (e.g., chicken breast) or combination items which contain at least $\frac{1}{2}$ ounce pieces of meat, poultry, fish (e.g., beef stew). Meals which contain ground, molded, pressed, or flaked items, items mixed with other ingredients (e.g., tuna salad) or meals made from eggs (e.g., omelet) may not be used to meet this requirement.
 - iii. High fat/high sodium meats should be on the menu no more than 4 times. These are defined as the protein portion providing more than 8 grams of fat per ounce equivalent and more than 650 mg sodium per serving. This may include foods like processed meats.
 - iv. If textured vegetable protein is used, high food quality must be maintained.
- c. Fruits and Vegetables: 1 – 2 servings. One serving is a $\frac{1}{2}$ cup equivalent.
 - i. Fresh and frozen vegetables should be used. Canned vegetables should not be used, except when necessary (e.g., beets, stewed tomatoes).
 - ii. Potatoes will be counted as a vegetable. Instant mashed potatoes can be utilized for the vegetable requirements and must be enriched with Vitamin C.
 - iii. Fresh, frozen and canned fruits should be used. Canned fruits must be packed in 100% juice.
 - iv. Legumes are encouraged to be served and can be counted as a vegetable or a protein, but not in both categories.
- d. Grains: 0 – 1 servings.
 - i. Foods such as pasta, rice, cereals, barley, and noodles are counted as grain servings. To count as a grain serving, it must be a recognizable portion of the individual frozen meals, not merely an ingredient.
 - ii. Whole-grain products should be used for at least $\frac{1}{2}$ of the grains. For examples of whole grain foods, see Appendix C.

4. Fresh Complements - Component Requirements

- a. Fresh complements should be planned separately from the individual frozen meals and the set menu. These items should complement the menu overall but will not be paired with a set menu week or individual frozen meals.

- b. A standard set of complements must be different for each week of the 5-week cycle to ensure variety.
- c. All items must be individually packaged.
- d. PCA will provide all milk.
- e. The nutrition information must be made available to PCA for each of the fresh complements. The nutrition information per serving must include calories, protein, fat, saturated fat, carbohydrates, fiber, added sugar, sodium, calcium, potassium, and vitamins A & C.
- f. At least 1 fresh fruit or packaged fruit item per week must be considered high source of vitamin C (greater than 20 mg per serving).
- g. Each week of fresh complements must include the following:

Category	# of Serving(s)	Details
Fresh fruit	2	Changes seasonally based on availability
Packaged fruit	3	Serving is $\frac{1}{2}$ cup Packed in 100% fruit juice Items must be packaged for individual use in heavy duty plastic containers with heat-sealed foil lids.
Juice	1	Serving is $\frac{1}{2}$ cup Must be 100% juice Items must be packaged for individual use in heavy duty plastic containers with heat-sealed foil lids.
Bread	6	Include a mix of rolls and sliced bread varieties. Recommend including one hamburger bun. At least 4 of the servings must be whole grain. Recommended to source breads that are lower in sodium when possible. Kosher: breads must be changed to Matzo during Passover.
Other dessert	2	Includes items such as cookies, pastries, dried fruits, grain-based desserts, etc.
Margarine/ Fortified Butter or Substitute	6	

5. Individually Frozen Meals - Nutrition Requirements

- a. Nutrition analysis must be completed for each individual frozen meal. There are no weekly averages as each meal will be considered alone.

Nutrient	Required Amounts Each Meal
Calories	At least 275 calories in all meals
Protein	At least 17 grams in all meals
Fat	No more than 17 grams in all but 8 meals
Saturated Fat	No set requirement
Carbohydrates	No more than 40 grams in all but 8 meals
Fiber	At least 4 grams in all but 8 meals
Added Sugar	No set requirement

Sodium	No more than 500 milligrams in all but 8 meals
Potassium	No set requirement
Calcium	At least 50 milligrams in all but 8 meals
Vitamin A	At least 75 mcg (RAE) in all but 8 meals
Vitamin C	At least 20 milligrams in all but 8 meals

- b. There are no specific requirements for saturated fat, added sugar, and potassium. This information must be included in the submitted nutrition analysis as it will help consumers best determine which meals meet their individual nutritional needs.

6. Food-Based Menu Pattern- General Information

- a. The Food-Based Menu Pattern must be used for specific meals as specified in this document. The Food-Based Menu Pattern must be used for individual meals only (as described in Section IV. Meal Specifications) and not for weekly averages.
- b. Nutrition analysis does not need to be completed for meals that are planned using this method.
- c. Meals planned using the Food-Based Menu Pattern must be approved and filed by PCA's Nutrition Manager.

7. Food-Based Menu Pattern Component and Nutrition Requirements

- a. Protein Source: meat, poultry, eggs, cheese, fish or the protein equivalent in nuts and legumes
 - i. Meal Amount: 3 ounces, edible portion
 - ii. Specifications:
Encourage use of whole meat items.
Encourage limited use of high fat/high sodium entrees. High fat meat is one that provides more than 8 grams of fat per ounce. High sodium entrée provides more than 650 mg of sodium per serving. Assess by utilizing food labels.
- b. Fruits and vegetables
 - i. Meal Amount: 3 servings of fruit and/or vegetables, must be distinct foods to assure requirements for Vitamin A, Vitamin C and fiber will be met. One high or two fair vitamin C sources must be included to provide a minimum of 20 grams of Vitamin C per meal.
 - ii. Specifications:
One serving is $\frac{1}{2}$ cup of drained fruits or vegetables packed in 100% juice, 4 ounces of 100% juice, 1 piece of fresh fruit, or 1 cup raw leafy greens.
No food may be counted in two categories unless as part of an ethnic menu.
Potatoes must be counted as a vegetable.
Encourage use of foods providing more than 250 mcg Vitamin A per serving and foods high in potassium.
- c. Grains
 - i. Meal Amount: 1 to 2 servings.
 - ii. Specifications:
There can only be 1 grain served with a high carbohydrate vegetable (potatoes, corn, lima beans, and peas).
Encourage use of whole-grain products.
Foods such as pasta, rice, cereals, barley, and noodles are counted towards the grain requirement and these foods are not part of the vegetable component.
- d. Enriched Milk or Calcium Equivalent

- i. Meal Amount: 8 oz serving of milk.
- ii. Specifications:
Low-fat (1% Milk fat) milk must be served. Upon request by individual meal site, nonfat (skim) milk will be made available.
Cheese, yogurt, calcium enriched juice may be used as calcium equivalents.
Non-dairy calcium equivalents can be utilized to meet the calcium requirement if serving alternative for religious or cultural preferences.
- e. Miscellaneous Foods
 - i. Meal Amount: As desired or needed to complete the meal. Fats and desserts are considered optional meal components.
 - ii. Specifications:
Miscellaneous foods can include any food that may enhance a meal or contribute toward the meal's caloric or nutritional content.
Nutrient-dense miscellaneous foods are recommended.
Foods such as soups and sauces can be included to enhance food acceptability and meet the caloric requirements of the meal.
- f. Fiber: Whole grains, legumes, fruits, and vegetables should be used to increase the fiber content of the meals.
- g. Fat: Lower fat foods are encouraged.
 - i. Fat content can be reduced by using skim milk, low-fat condiments, use of poultry and fish and limiting processed meats.
 - ii. Low-fat products that do not raise the sodium content of the meal should be specified on the menu.
- h. Sodium: It is encouraged that meal programs should strive for meals low in sodium.
 - i. Meals should be prepared without added salt.
 - ii. Low sodium products should be specified on the menu to meet the sodium requirements.
 - iii. The use of processed foods should be minimized to meet sodium guidelines.
 - iv. High sodium foods, defined as those providing more than 650 mg per meal, should be limited.
- i. Calories: Minimum of 600 calories per meal.
 - i. Diabetic exchange guidelines or food labels will be utilized to estimate calorie information.

8. General Food Specifications

- a. All food purchased must conform to grade minimum and other specifications as follows:
 - i. Beef - USDA Choice or No. 1.
 - ii. Ground Beef – USDA Choice not to exceed 20% fat.
 - iii. Pork – USDA No. 1
 - iv. Poultry – USDA Grade A.
 - v. Meat Extenders – Soy protein added to extend products must not exceed 15% of the net weight of the meat used and must be used only when an acceptable product results.
 - vi. Eggs – USDA Grade A, Medium size.
 - vii. Fresh Fruits and Vegetables – USDA Grade A or USDA Grade No. 1.
 - viii. Canned Fruits, Vegetables, and Juices – USDA Grade A.
 - ix. Frozen Fruits, Vegetables, and Juices – USDA Grade A
 - x. Milk, Cheese, and Dairy Products - USDA Grade A.

- xi. Fluid milk served alone or used in any product must be pasteurized. Fluid milk must contain 400 IU Vitamin D per quart.
- b. All food served must conform to City of Philadelphia Title 6 Health Code. Section 6-307. Foods Containing Artificial Trans Fats. See Appendix B for more information.
- c. PCA must have free access to all records, receipts, production sheets, product specifications, and quantities of food issued to each site to determine whether the portions and food quality specified are in compliance. Recipes may be required to be reviewed and certified by PCA's Nutrition Manager.
- d. Use of convenience food items by the Provider is acceptable if the item(s) are so identified, approved in quality by the PCA, and meet minimum nutritional needs as determined by PCA's Nutrition Manager. Nutrition labels are to be used by the dietitian analyzing the menu, and a copy of this information made available to PCA Nutrition Manager if requested.

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)**

Part B: Meal and Nutrition Requirements – Cold Pack Individually Pre-portioned Meals with Fresh Complements

1. General Information

- a. The meal must consist of a cold meal with fresh complements. A cold meal includes sandwiches, salads or platters. These are used by a subset of Home-delivered Meal Consumers who are unable to heat the frozen meals in their homes. For these individuals, PCA will deliver cold pack meals to consumers on Fridays to be available over the weekends when deliveries are not made by MDC staff.
- b. Fresh complements (or complements): includes all accompanying items to complete the meal that are not included in the 2- or 3-compartment tray. The meal should include a main dish with 1 – 2 side dishes.
- c. Changes to the menu or substitutions that occur due to availability and/or product procurement difficulties must be documented and submitted to PCA's Nutrition Manager on an as needed basis. The Provider dietitian will be responsible for monitoring any changes.
- d. Meals must be attractive, palatable, and tasty, and to the extent possible must appeal to the cultural food preferences of participants.
- e. Kosher Meals must comply with standards established by the Union of Orthodox Jewish Congregations of America or equivalent Jewish dietary law requirements.

2. Menu Development

- a. This menu will be provided to consumers who are receiving hot meals on weekdays. The meals are provided for weekend days to ensure that their nutritional needs are met.
- b. There will be no choice available for these menu options.
- c. This menu should be presented as a 5-week cycle with 2 days in each week. It will include 8 different cold pack meals.
- d. One meal of each week must be freezable.
- e. Each meal should differ regarding the type of meal and complementary items.
- f. Nutrition analysis will be completed for each meal, including the contents of the 2- or 3-compartment tray and fresh complements, including 8 oz of 1% milk to be provided by PCA. Weekly averages are to be calculated with the 2 days of each week.
- g. All presented menus must include all details about serving sizes, food items, etc. For example, must specify the type of fruit, bread or cheese.

3. Cold Pack Meal Component Requirements

- a. Protein: 3 oz. edible (cooked) portion or equivalent. Protein sources may include meat, poultry, eggs, cheese, fish or the protein equivalent in nuts or legumes.
 - i. Equivalents for one ounce of edible protein include: 1 ounce (solid-type) cheese, $\frac{1}{4}$ cup cottage or ricotta cheese, 1 egg, 2 Tablespoons peanut butter, $\frac{1}{2}$ c dried beans, peas or lentils.
 - ii. Requirements for protein variety: high fat/high sodium meats no more than 2 times. High fat/high sodium meats are defined as the protein portion providing

more than 8 grams of fat per ounce equivalent and more than 650 mg sodium per serving. This may include foods like processed meats.

- iii. If textured vegetable protein is used, high food quality must be maintained.
- iv. Kosher meals: must not contain pork or shellfish.

b. Fruits and Vegetables: 1 – 2 servings. One serving is a $\frac{1}{2}$ cup equivalent.

- i. Fresh and frozen vegetables should be used. Canned vegetables should not be used, except when necessary (e.g., beets, stewed tomatoes).
- ii. Potatoes are to be counted as a vegetable. Instant mashed potatoes can be utilized for the vegetable requirements and must be enriched with Vitamin C.
- iii. Fresh, frozen and canned fruits should be used. Canned fruits must be packed in 100% juice.

c. Grains: 0 – 1 servings.

- i. Foods such as pasta, rice, cereals, barley, and noodles are counted as grain servings. To count as a grain serving, it must be a recognizable portion of the individual frozen meals, not merely an ingredient.
- ii. Whole-grain products should be used for at least $\frac{1}{2}$ of the grains in the individual frozen meals. For examples of whole grain foods, see Appendix C.

4. Fresh Complements Component Requirements

- a. Fresh complements should complement the contents of the 2- or 3-compartment tray as these menus will be paired together.
- b. All items must be individually packaged.
- c. PCA will provide all milk.

5. Nutrition Requirements

- a. Meal components should be considered for the total meal, which includes the cold pack meal and fresh complements.

Meal Component	Requirement per Meal
Protein	3 oz. edible (cooked) portion or equivalent
Fruits and Vegetables	Two $\frac{1}{2}$ cup servings of distinct foods (or juice)
Grains	One to two servings
Milk	8 oz. 1% milk

Other meal components that may be included as needed: fortified butter or margarine substitute, condiments (such as salad dressing), or sweet dessert.

- b. Nutrition analysis must include the contents of the 2- or 3-compartment tray and all fresh complements. Weekly averages will be calculated using the 2 days of each week.

Nutrient	Required Amounts Each Meal
Calories	Minimum of 600 calories per meal Maximum weekly average of 750 calories
Protein	Minimum of 25 grams per meal
Fat	Maximum weekly average of 35% of total calories
Carbohydrates	Maximum weekly average of 85 grams
Fiber	Minimum weekly average of 7 grams
Sodium	Maximum weekly average of 1100 milligrams
Calcium	Minimum weekly average of 350 milligrams
Vitamin C	Minimum of 20 milligrams per meal
Vitamin A	Minimum weekly average of 250 micrograms (RAE)

6. General Food Specifications

- a. All food purchased must conform to grade minimum and other specifications as follows:
 - i. Beef - USDA Choice or No. 1.
 - ii. Ground Beef – USDA Choice not to exceed 20% fat.
 - iii. Pork – USDA No. 1
 - iv. Poultry – USDA Grade A.
 - v. Meat Extenders – Soy protein added to extend meat products must not exceed 15% of the net weight of the meat used and must be used only when an acceptable product results.
 - vi. Eggs – USDA Grade A, Medium size.
 - vii. Fresh Fruits and Vegetables – USDA Grade A or USDA Grade No. 1.
 - viii. Canned Fruits, Vegetables, and Juices – USDA Grade A.
 - ix. Frozen Fruits, Vegetables, and Juices – USDA Grade A
 - x. Milk, Cheese, and Dairy Products - USDA Grade A.
 - xi. Fluid milk served alone or used in any product must be pasteurized. Fluid milk must contain 400 IU Vitamin D per quart.
- b. All food served must conform to City of Philadelphia Title 6 Health Code. Section 6-307. Foods Containing Artificial Trans Fats. See Appendix B for more information.
- c. PCA must have free access to any and all records, receipts, production sheets, product specifications, and quantities of food issued to each site to determine whether or not the portions and food quality specified are in compliance. Recipes may be required to be reviewed and certified by PCA's Nutrition Manager.
- d. Use of convenience food items by the Provider is acceptable if the item(s) are so identified, approved in quality by the PCA, and meet minimum nutritional needs as determined by PCA's Nutrition Manager. Nutrition labels are to be used by the dietitian analyzing the menu, and a copy of this information made available to PCA Nutrition Manager if requested.

Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)

Part C: Holiday Meals

1. The Provider must provide special holiday meals for the following recognized holiday occasions:

Nonkosher	Kosher
Easter	Passover
Thanksgiving	Rosh Hashanah
Christmas	Chanukah

2. These holiday meals should be elevated options to celebrate each occasion. Menus must meet all requirements of the Food-Based Menu Pattern and must be submitted to PCA for approval. The entrée must include a whole meat item unless otherwise agreed to by PCA.
3. The Provider must bring the planned menus for upcoming occasions to the Menu Review Meeting for review.

Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)

Part D: Policies and Procedures

1. Meal Orders, Changes, Cancellations:

- a. The MDC will place orders for meals with Provider based on needs for the set menu and the choice menu.
- b. Due to the changes in selections from consumers, meals orders will vary, and the Provider may need to be agile in their response.
- c. The MDC will not be obligated to order a specific number of meals.
- d. Leading up to the start of each menu cycle (July 1 and January 1) the MDC will place orders to build up inventory. At the end of each menu cycle, meal orders will be adapted based on winding down that inventory.

2. Packaging:

- a. All meal components must be enclosed in disposable, individual containers when delivered to MDC. Containers must be: firm, closeable, impermeable, and capable of being stacked for carrying and storage, as well as easily opened, and economical.
- b. Frozen meals must be packaged in individually pre-portioned ovenable and microwaveable two- or three-compartment trays. Tray dimensions should be approximately 8 7/16" x 6 5/8" x 1 3/4". Each unit must be sealed with Mylar film, die-cut around the tray and must conform to health department standards. Other meal packaging systems may be accepted with prior written approval from PCA.
- i. Meal composition must be compatible to ensure proper reheating.
- c. Cold Packs must be individually packaged in semi-rigid containers to avoid crushing. The containers of preference should be of molded plastic, e.g., wedge, square, circle, etc. Meat and bread must be wrapped separately in sealed containers. Each unit must be sealed with Mylar film, die-cut around the tray and must conform to health department standards. Other meal packaging systems may be accepted with prior written approval from PCA.
- i. One of the cold pack meals each week of the cycle must be freezable and be stable for hold for one week while maintaining all quality standards.
- d. Two-or three-compartment trays must be packaged so that all compartments are filled.
- e. Fruit juice and packaged fruit must be packaged in sealed round plastic cups with a flat top. Other packaging must otherwise be approved by PCA.
- f. Boxes used to deliver meal components must be marked with contents on the outside and have production dates clearly marked on them.

3. Labeling:

- a. Labels must be placed on each two- or three-compartment tray.
- b. Labels must be easily readable and must not be printed on glossy paper.
- c. Information that must be included on each label:
 - i. Contents of the meal in consumer-friendly language that fully describes the meal in an appealing way and an identifying number for the meal.
 - ii. Nutrient information for: calories, percent of calories from fat, protein (g),

carbohydrates (g), fiber (g), sodium (mg), calcium (mg), vitamin C (mg), and vitamin A (mcg RAE).

- iii. Presence of any of the top nine allergens plainly printed as: **CONTAINS:** followed by the allergen(s). Top nine allergens are: milk and dairy, eggs and egg products, fish, shellfish, wheat, soy and soy products, peanuts, sesame, and tree nuts.
- iv. Heating instructions for regular and microwave ovens, including any special heating or storage instructions **in large clear print.**
- v. Production date of the meal. Label must state “Produced on (date).” **Production date can be no more than two months prior to delivery to MDC.**

d. Kosher meals must be labeled “Kosher.” Kosher meals served during Passover must be labeled “Kosher for Passover.”

4. Delivery Equipment & Specifications:

- a. The Provider must transport meals and complements in appropriate containers for delivery. Containers used for the transport of food must cover and protect food and prevent contamination from dust, flies and rodents.
- b. All containers must have contents marked on the outside and must be stackable.
- c. The Provider is responsible for providing and using appropriate vehicles and equipment for the transport of meals and is responsible for the safe and sanitary handling of the transported food until the last point of delivery.
- d. Transport containers, equipment, and vehicles must be maintained in good condition and clean.
- e. Food temperatures must meet the following specifications:
 - i. Frozen food must be transported at 0 °F or below.
 - ii. Foods requiring refrigeration must be transported at temperatures between 35 ° and 41 °F.
 - iii. Nonhazardous foods must be transported at room temperature.

Philadelphia Corporation for Aging (PCA)

Section III

Standard Meal Program Material

Meal Services for Home-delivered Meal Program

July 1, 2026 – June 30, 2029

- A. Requirements for Menu Development and Menu Submission**
- B. Inventory of Meals**
- C. Procedures for Meal Deliveries**
- D. Sanitation and Food Temperature Requirements and Procedures**
- E. Personnel**
- F. Monitoring and Documentation**
- G. Billing**
- H. Reimbursement/Credit Procedures**

Appendix A. Sample Menu

Appendix B. Menu Development Information

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)**

Part A: Requirements for Menu Development and Menu Submission

1. General Information

- a. The Provider must submit menu information with corresponding nutrition analysis two times per year in the manner described herein.
- b. Menu cycles will be for periods of 6 months. The menu cycles are for January 1 through June 30 and July 1 through December 31.
- c. At the midpoint of each 6-month period seasonal changes will be made to the fresh fruit items in the fresh fruit complements. Seasonal menu changes will be implemented in approximately April and October, based on availability.
- d. Menus must accurately reflect the food that will be received at the MDC. Menu changes or substitutions may be made only when agreed to and approved by PCA's Nutrition Manager. Notice of such intention must be given by the Provider *prior* to delivery.
- e. Final approval of the content of all submitted menus rests with PCA's Nutrition Manager.

2. Menu Preparation

- a. The registered dietitian(s) analyzing the nutrient content of menus must use a software program or database.
- b. The menu must meet all PCA requirements as described in the Meal Specifications. See Appendix A for a Sample Menu.
- c. Portion sizes of all items must be labeled on the menu form.
- d. When combination dishes such as casseroles or salads are served, the major ingredients and portion sizes must be indicated. Menu items with inexplicit names must also be described, e.g., $\frac{1}{2}$ cup winter mixed vegetables (broccoli, cauliflower, carrots); or Health Salad ($\frac{1}{2}$ cup of fresh spinach, mandarin oranges, walnuts, raisins and one tablespoon of sweet and sour dressing.)
- e. When describing entrees, the amount of the edible portion of the protein source must be specified and all components listed, e.g., 3 oz EP Baked Chicken or 6 oz Beef Stew with 3 oz EP Beef Cubes, $\frac{1}{2}$ c. Mixed Vegetables (carrots, peas, onions) and 2 oz Gravy.
- f. When an entrée includes cheese, the type(s) of cheese in the recipe must be specified using the proper equivalents for each type, e.g., 6 oz Stuffed Shells with $\frac{1}{2}$ c Ricotta Cheese, 1 oz Mozzarella Cheese, $\frac{3}{4}$ c. Pasta and 2 oz Tomato Sauce.
- g. Ingredients of menu items must be specified, e.g., 1 medium Apple (not Fresh Fruit), $\frac{1}{2}$ cup Mixed Vegetables (green beans, carrots and corn), or $\frac{1}{2}$ c Tropical Fruit Salad (pineapple, grapefruit and shredded coconut).

3. Menu Submission

- a. All menus must be submitted to PCA electronically. During the contract period, it is the expectation of the Pennsylvania Department of Aging (PDA) that menus are submitted using ESHA Food Processor. Any deviation from this expectation must be agreed upon between the Provider and PCA at the outset of the contract..
- b. Dates for submission of finalized menus will be determined by PCA's Nutrition

Manager.

- c. The Provider registered dietitian must electronically submit:
 - i. A completed and signed Dietitian Information Form for each submitted menu.
 - ii. Menu and nutrition analysis for each menu.
- d. Menu submission will not be considered complete until all required items are received by PCA.
- e. PCA may request that the Provider forward the composition and recipe for any food items served for examination.

4. Menu Review Meetings

- a. Menu Review Meetings will be held four times each fiscal year for each meal program at the PCA Meal Distribution Center, unless otherwise agreed upon by PCA and the Provider. Dates for Menu Review Meetings will be scheduled at the start of each fiscal year (July 1) or at the outset of the contract.
- b. PCA requires that the Provider's representative and Registered Dietitian(s) attend each meeting in person along with PCA staff. The Provider must bring sufficient copies of the proposed menu, and holiday menus for all meeting attendees.
- c. The purpose of these meetings is to review the proposed new menu or seasonal adjustments to the menu, upcoming holiday menus, delivery and billing notations and to discuss any issues related to meal quality, acceptability, services, etc.
- d. PCA reserves the right to recommend menu changes and/or substitutes at the Menu Review Meetings to ensure food quality and menu acceptance. The Provider is required to make those agreed upon adjustments.
- e. The Provider must respond immediately with appropriate action to service problems as they are identified.
- f. During the Menu Review Meetings, all attendees will participate in a meal testing of some of the meals currently available in the MDC inventory. The completed Test Meal Forms will be copied at provided to the Provider at the end of the meeting.

Part B: Inventory of Meals

1. Individually Frozen Meals – Set Menu

- a. The Provider must maintain at least one-week of inventory of complete individually frozen meals and complements local to the MDC. Local is defined as an hour drive from PCA's MDC.
- b. The Provider must be capable of delivering these meals to the MDC with 24 hours' notice.
- c. The inventory of meals must be continuously rotated on a week-to-week basis according to the menu cycle.

2. Individually Frozen Meals – Choice Selections

- a. At the start of each menu cycle the Provider will need to build inventory at the MDC to meet consumer choice selections.
- b. Choice will be initiated as soon as possible for consumers once the menu is live (January 1 and July 1). Leading up to that launch date, the MDC will order extra inventory of each meal on the menu.
- c. Meal orders will fluctuate each week based on the needs of the consumers to maintain the inventory needed at the MDC.

3. Cold Pack Meals

- a. PCA may require a delivery of Cold Pack meals on short notice due to inclement weather or other events.
- b. In this situation, one menu day of the five-week cycle will consist of the Cold-Pack meal to meet PCA's temporary needs.
- c. The meal must maintain all quality standards in taste and visual appeal.

Part C: Procedures for Meal Deliveries

1. Transportation Requirements

- a. The Provider must comply with all federal, state, and local laws and regulations governing the preparing, handling, and transporting of food.
- b. All vehicles used for transportation of food must meet the regulations established by relevant governmental bodies. The Provider is responsible for providing qualified and sufficient personnel to staff vehicles during delivery.

2. Requirements for Meal Delivery

- a. Delivery days and times will be arranged according to the needs of the Meal Distribution Center and maintained on a predetermined schedule, on the same day and at the same time each week.
- b. The Provider is expected to make deliveries of the quality and quantity ordered. If a quantity is being shipped that does not reflect the order, the Provider must notify the MDC prior to delivery.
- c. Delivery personnel will unload and place all deliveries in designated food service areas and assist MDC personnel in placing food in freezers, refrigerators, or storage areas. If the Provider fails to deliver on time to the Meal Distribution Center, the Provider must pay for all MDC staff overtime resulting from the late delivery.
- d. The Provider cannot leave food at the Meal Distribution Center unless there is an authorized person to receive the delivery. The MDC will inform the Provider of person authorized to accept delivery.
- e. The Provider must supply itemized receipts and/or bills of lading for all deliveries to be signed by an authorized MDC representative. No delivery can be considered complete until receipt has been corrected for discrepancies and signed by the authorized representative. The Provider must leave one copy of receipt at MDC and retain one copy.

Part D: Sanitation and Food Temperature Requirements and Procedures

1. At the time of delivery, all food items must be at the proper temperature: not more than 41 °F for cold foods and not more than 0 °F for all frozen products and pre- plated frozen meals. Adequate sanitary practices in handling the food in transit must also be maintained at all times.
2. Food temperatures must be checked periodically upon delivery. If the foods do not meet required temperature levels, they may be returned for replacement or credit as described in this document.

Part E: Personnel

1. Contract Manager/Liaison

- a. The Provider must designate an individual who is responsible for the administration of

- the contract.
- b. The representative of the Provider must be available on the days of meal service to answer questions and requests.
- c. The MDC Manager and Inventory Specialist must be notified in writing at least 5 business days in advance of any changes in key personnel which may affect the meal service.

2. Registered Dietitian

- a. The Provider must utilize the services of a Registered Dietitian(s) who will develop, analyze, and approve menus.
- b. A Registered Dietitian is an individual with a bachelor's degree in dietetics who has successfully completed the national examination of the Commission on Dietetic Registration (CDR) and maintains continuing education requirements as established by the CDR. This individual must also be a Licensed Dietitian/Nutritionist in Pennsylvania pursuant to regulations of act 99.
- c. The Registered Dietitian is required to attend the Menu Review Meetings.

3. Training

- a. Initial training: upon request the Provider's contract manager, Registered Dietitian, and/or other food service managers must be available to train MDC personnel on the proper preparation of the meals.
- b. Ongoing training may be required by the Provider, including visits to the MDC as requested by personnel.

Part F. Monitoring and Documentation

1. License Requirements

- a. The Provider must procure and keep in effect all necessary licenses, permits, and food handler's cards as required by federal, state and local laws and regulations, and must post such documents in a prominent place within the meal preparation areas, as required. This documentation must be made available to PCA upon request.
- b. If the Provider moves at any point during the contract period, PCA's Nutrition Manager and MDC Manager must be notified in writing at least 30 business days prior to the change in facility.
- c. Compliance with applicable federal, state and local fire, health, sanitation, safety and building codes, regulations, licensor requirements and other provisions relating to the public health, safety, and welfare of individuals is required in all stages of food service operation.
- d. Persons handling food/food service must do so in compliance with local public health codes regulating food service establishments, referencing the most recent version of the FDA Food Code as adopted by the Pennsylvania Department of Agriculture. (www.fda.gov/Food and search 2013 Food Code.)
- e. USDA Facility: Meals produced outside of PA or more than 1 hour drive from the Meal Distribution Center must be at a USDA inspected facility.

2. Monitoring by Philadelphia Corporation for Aging (PCA)

- a. The Provider must permit PCA, state, and/or federal personnel to monitor the services provided according to applicable regulations of local, state, and federal governments; to

audit and review all records required to be maintained; and to assure compliance with all specifications. Such monitoring can consist of, but is not limited to, the inspection of the Provider's food preparation, packaging, and storage area; inspection of recipes; and inspection of transportation equipment and vehicles used to deliver meals to the Meal Distribution Center.

- b. Monitoring will address the adequacy of the Provider's food handling, cleaning, sanitation and maintenance practices, and the taste, quality, quantity and safety of the meals.

3. Provider Self-Monitoring

- a. The Provider's contract liaison and/or other qualified staff must conduct self-monitoring regarding the Home-delivered Meal Program implementation. Evidence of ongoing self-monitoring must be submitted to PCA's Nutrition Manager and MDC Manager by email two times per fiscal year by July 1 and January 1.
- b. The following documentation is required for each submission:
 - i. Licenses for all facilities involved in producing meals for the Home-delivered Meal Program.
 - ii. USDA Grant of Inspection (if applicable), most recent PA Department of Agriculture or other State Inspection and local (county or city) Public Health Department Inspection. Include inspection reports for each facility used. If violations or deficiencies are identified, submit plan(s) of corrective action, including completion dates.
 - iii. Kosher only: Kashrut Certificate.
- c. The following monitoring documentation is required for each submission:
 - i. Schedule of in-service training for past 12 months. Include topics, copy of handouts (if applicable) and proof of staff attendance.
 - ii. Copy of cleaning or housekeeping schedule.
 - iii. Copy of in-house sanitation monitoring schedule and proof of monitoring for past 12 months.
 - iv. If the Provider is purchasing frozen meals prepared and frozen elsewhere, the Provider must visit and inspect that company's production facility at least once each fiscal year and include this monitoring report.

4. Adulterated Products

- a. PCA will contact the provider if notified that a product is adulterated, such as a foreign object in the food or the food is suspected to be unwholesome.
- b. If possible, the food in question will be picked up by PCA from the consumer. The Provider will subsequently collect the sample for investigation and documentation. The Provider must submit the inspection results and a documented preventative action plan.

5. Records and Audits

- a. The Provider must maintain/retain books, records, documents, accounting records, and other evidence relative to service provided under this contract, as necessary, for appropriate documentation, and must make such documents available to PCA as requested.
- b. Records must properly reflect all costs of whatever nature claimed to have been incurred for the performance of the contract for a period of four years after the date of the outset of the contract.

Part G: Billing

1. The Provider must submit to PCA invoices indicating actual units of service, in accordance with the reporting and invoicing schedule issued by PCA.
2. Payment to the Provider will be made by PCA within 30 days after receipt of complete invoices for the prior month's deliveries.
3. PCA will pay the Provider for each that meets all meal requirements, at an agreed upon unit price. If PCA determines that any portion of the invoice is not properly payable to Provider, the Provider will make any adjustments and resubmit the invoice to PCA upon request.
4. At PCA's option, PCA may require the Provider to submit invoices electronically to PCA. If PCA requires electronic submission, PCA will provide the required file format and/or the necessary electronic file to record the services provided.

Part H: Reimbursement/Credit Procedures

1. If the Provider fails to deliver all components of a meal, in the amounts ordered by the MDC; or delivers items which fail to meet specifications in quality, temperature, type of food item, or any other specifications as listed in this document, of which the MDC will be the sole judge, the following procedures may be followed:
 2. The MDC will notify the Provider of missing items or those failing to meet specifications.
 3. The Provider will deliver missing items and/or replace all items failing to meet specifications within the required time frame.
 4. If the Provider fails to deliver and/or replace items, the unit cost of each entire affected meal may be deducted from Provider's invoice for payment. Any costs incurred by PCA to replace the items will be charged to the Provider.

Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)

Appendix A: Sample Menus

1. Weekly Fresh Complements

Food Group	Individually Packaged Food Items
Fresh Fruit: 2 servings	Orange Apple
Packaged Fruit: 3 servings	½ cup peaches, ½ cup applesauce, ½ cup pineapples
Juice: 1 serving	4 oz cup 100% apple juice
Bread: 6 servings	1 hamburger bun, 1 slice rye bread, 1 slice whole wheat bread, 2 whole wheat dinner roll, 1 slice white bread
Other Dessert: 2 servings	Small sugar cookie, granola bar
Margarine/ Fortified Butter or Substitute: 6 servings	6 individually packaged margarine

2. Cold Pack Individually Pre-portioned Meals

Food Group	Saturday	Sunday
Protein Source: 3 oz Edible Portion or equivalent	2 oz sliced turkey ham 1 oz. Swiss cheese	4 oz. chicken salad with 3oz. EP chicken
Fruits and Vegetables: 2 servings at least $\frac{1}{2}$ cup	$\frac{1}{2}$ cup potato salad $\frac{1}{2}$ cup cucumber salad Fresh orange	$\frac{1}{2}$ cup cole slaw $\frac{1}{2}$ cup pineapples
Enriched Bread/ Alternates: 1 - 2 servings	2 slices whole grain rye bread	Whole wheat hamburger bun
Butter or margarine: 1 tsp. daily or substitute	1 tsp mayonnaise	
Milk: $\frac{1}{2}$ pint or calcium equivalent	8 oz. low fat milk	8 oz. low fat milk
Miscellaneous foods		Small chocolate chip cookie

**Philadelphia Corporation for Aging
Meal Services for Home-delivered Meal Program
FY2027 – FY2029 (July 1, 2026 – June 30, 2029)**

Appendix B: Menu Development Information

1. Enriched Bread/Whole Grain Requirements

- Enriched breads or alternates must be made with whole grain or enriched or made from whole grain or enriched meals and/or flours, as the primary ingredient(s) by weight, as specified by labeling or recipe.
- Examples of whole grain foods include one of the following listed first on the label's ingredient list: brown rice, cracked wheat or bulgur, graham flour, whole grain corn, oatmeal, popcorn, pearly barley, whole oats, whole rye or whole wheat.
- One serving equals one slice of bread, or one low fat biscuit, low fat muffin, dinner roll, or square of cornbread. Additional information regarding serving sizes is found below.

2. Bread/Alternate Products

- The following can be used to meet the bread/alternate requirement: Whole grain or enriched breads, French toast, enriched macaroni and pasta products, whole grain or enriched cereals, graham crackers, low sodium Melba toast, low fat biscuits, grains, low sodium bagel chips, grits, enriched noodles or noodle products, corn tortillas and corn products made with whole grain or enriched corn meal, rice cakes, pita pockets, egg rolls, stuffing/dressing, popovers, taco shells, low fat and low sodium tortilla chips.
- The following cannot be used to meet bread/alternate requirements: commercial bread stuffing, cake, chips, unenriched corn meal or grits, cookies, cupcakes, gingerbread, ice cream cones, dessert pie crusts, popcorn, pretzels, tapioca, wheat germ, and breads containing fruits/vegetables

3. Enriched Bread Equivalents

Item	Serving Size
Bagel	½ bagel
Bagel Chips, low sodium	10 small chips
Biscuit, low fat	1 medium
Bread Sticks, hard	2 sticks
Bread Sticks, soft	1 stick
Buns, all types	½ bun
Chow Mien Noodles	½ cup
Cornbread (2" square)	1 square
English Muffin	½ muffin
French Toast	1 slice
Graham Cracker (2 ½" square)	2 crackers
Melba Toast, low sodium (oblong)	3 oblongs

Muffin, low fat	1 muffin
Pancakes (4")	2 pancakes
Pita Pocket (6")	½ pocket
Pizza Crust	1 slice crust
Popover	1 popover
Rice cake (4")	2 cakes
Roll, dinner	1 roll
Rye wafers (whole grain)	4 wafers
Saltine crackers	6 crackers
Stuffing/dressing	1/2 cup
Taco shells	2 shells
Tortilla Chips, low sodium, low fat	9
Tortillas (6" diameter)	1 tortilla
Waffles (4 ½ " square)	1 waffle

Cooked portions of cereal products such as pasta (macaroni, noodles, and spaghetti), rice, bulgur, or other grains may count toward meeting the bread requirement as follows:

Bulgur	½ cup
Pasta products, all varieties	½ cup
Rice	½ cup
Rolled oats	½ cup
Grits, enriched corn or hominy	½ cup
Barley	1/3 cup
Couscous	½ cup