

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KIAME MAHANIAH, MD, MBA
Secretary, Executive Office
of Health & Human Services

ROBIN LIPSON
Secretary, Executive Office
of Aging & Independence

PI 25-11

TO: Aging Services Access Points (ASAP) Executive Directors, Nutrition Directors, Finance Directors, Homecare Directors, Title III planners

FROM: Kelly Slattery, Director of Nutrition Services, Andrew Ferguson, SIMS support, Ted Zimmerman, State Planner

DATE: 10/2/2025

RE: Grab and Go Meals

Purpose: To be compliant with Older Americans Act language, specifically 45 CFR 1321.27 Content of the State Plan, the purpose of this program instruction (PI) is to define Grab and Go Meals and provide guidance on procedure for recording and reporting these meals to the Executive Office of Aging & Independence (AGE). Step by step guidance on documentation of Grab and Go Meals in Aging & Disability (A&D) can be found in Attachment A of this PI.

Background: Congregate meals, funded by Title III-C1, have demonstrated a positive impact on older adults' nutritional health, socialization, and wellbeing. When traditional in-person congregate meal programs are not available or do not meet consumer needs, Grab and Go Meals are allowable as an Older Americans Act Title III-C service type.

Categorizing:

- Congregate meals, funded by Title III-C1, include in-person or virtual socialization. Grab and go congregate meals intended to be consumed onsite are categorized under Title III-C1. Grab and Go congregate meals intended to be consumed offsite, but with the option to socialize virtually or by telephone are also categorized under Title III-C1. These Grab and Go services are authorized under the A&D NAPIS - Title III program as Grab & Go Meal Breakfast Virtual, Grab & Go Meal Lunch Virtual, & Grab & Go Supper Virtual.
- Home delivered meals, funded by Title III-C2, do not include the option to socialize, either in-person or virtually. Grab and Go congregate meals intended to be consumed offsite without an

option to socialize virtually or by telephone are also categorized under Title III-C2. These Grab and Go services are authorized under the NAPIS - Title III program as Grab & Go Meal Breakfast, Grab & Go Meal Lunch, & Grab & Go Meal Supper.

Congregate Grab and Go Meals will be limited to 15% of the total Title III-C1 funding expended at each AAA. (*)

Prioritization: Because congregate meals provide a benefit of increased socialization and are generally supplied at a lower cost than home delivered meals, Area Agency on Aging (AAA)/Aging Services Access Point (ASAP) staff should prioritize congregate and Grab and Go Meals that include virtual or telephone socialization first, and home delivered meals and Grab and Go Meals without virtual or telephone socialization second to eligible consumers. By prioritizing, nutrition programs will be able to maximize the number of meals they are able to provide to consumers at the greatest social and economic need.

Data Collection:

Consumer intake information (NAPIS data) must be collected at initial sign-up or within **two weeks** of the start of service, and every 6 months after for individuals receiving traditional congregate or Grab and Go meals. Intake information must include all required State Performance Report elements (as determined under the OAAPS data collection system), and these cannot be skipped.

For all congregate and Grab and Go (Title III-C1 and Title III-C2) consumers:

- Age
- Gender
- Geographic location (urban or rural)
- Poverty Status
- Household Status (alone or lives with others)
- Ethnicity
- Race
- Minority Status
- Nutrition Risk: Nutrition Screening Initiative [Determine Your Nutritional Health Checklist](#) (per intake or evaluation by Program)

Reporting:

AAAs are required to submit a monthly Title IIIC invoice accompanied by a backup document reporting total meals served as well as gross revenues and expenses to calculate Title III funding request. On the Meal Information tab of this backup document, Grab and Go Meals under Title III-C1 should be listed separately under congregate meals, and Grab and Go Meals under Title III-C2 should be listed separately under home delivered meals. Refer to PI-25-12 regarding procedure for Title III-C monthly invoice submission.

Allocations of Title III-C1 Funding for Grab and Go meals (*):

Guidelines under the OAA Final Rule Regulations (1321.87) authorize AGE to establish a percentage of Title III-C1 funding that can be used for Grab and Go Meals served under the Congregate Nutrition Program. AGE has established that AAAs can expend no more than 15% of Title III-C1 funding for Grab and Go congregate meals.

In the course of developing annual budgets for the entirety of Title III services, AAAs can request funding transfers that identify limited movement of funding between Title III-B, Title III-C1, and Title III-C2. Following the wider III-B, III-C1, and III-C2 transfer, the AAA/Nutrition program is limited to expending no more than 15% of the post transfer amount of Title III-C1 funding for Grab and Go Meals under the Congregate Program. As an illustration, if the AAAs' transfer request amounts to a final Title III-C1 allocation of \$100,000, then no more than \$15,000 can be expended for Grab and Go congregate meals.

Effective Date:

Immediately

Contact:

If you have questions about this PI, please contact Kelly Slattery, Director of Nutrition Services kelly.slattery@mass.gov.

Attachment A

Recording Grab and Go Meals in A&D

AAAs/ASAPs can record Grab and Go Meals in Aging & Disability (A&D) using meal rosters. You may elect to create new rosters for the Grab and Go Meals just as you would for the congregate meals, or you may elect to use existing rosters that were built for congregate meals. It is simple to deliver Grab and Go Meals through a congregate meal roster.

Find your congregate meal roster from the roster list in A&D. Highlight the roster and click on the button for **Record Roster**. Enter the appropriate service month. The **Record Roster** button shows at the top of the Roster Listing page. The **Record Roster** button does not show if you open the roster itself. You must select the roster in the list of rosters to see the **Record Roster** button.

After clicking on the **Record Roster** button, the roster consumer list opens for the normal congregate meal services.

Click on the button for **Add Service**. This opens a pop-up list. On the left of the pop-up a list of consumers will show. Select the consumers who received the Grab and Go Meal. On the right of the pop-up list, select the Grab and Go Meal service and check the box for Record Daily Details (only use Calendar). Adjust the rate as necessary. Use the calendar to indicate the days when the Grab and Go Meals were provided.

Save and Close the roster.