

**CONTINUUM OF CARE COMMITTEE
ACTION ITEM INFORMATION SHEET**

June 13, 2008

PROPOSED CHANGES TO SERVICE DELIVERY FOR HOME-DELIVERED MEALS

Draft 6/6/08

Grantee recommendation: To compensate for increasing costs, change the guidelines for delivery of Ryan White Part A-funded Home-Delivered Meals from five days to three days per week (Monday, Wednesday and Friday). Meal packet composition would be modified as follows:

- Monday and Wednesday deliveries would consist of one hot dinner, one frozen dinner and two cold lunches
- Friday deliveries will remain as currently contracted: one hot dinner, and one cold lunch
- Non-perishable items will be available for any clients who are unable to store and defrost frozen foods

Impact: The total number of meals delivered per week would remain the same. This includes five packets with two meals in each packet for Monday through Friday, or a total of ten meals each week. Costs and time currently associated with meal delivery would be reduced to compensate for increases in the cost of gas and food. As a result, there will be no reduction in units of service or number of clients served.

Background / Rationale

- The Planning Council previously approved (July 24, 2002) service delivery requirements for Home-Delivered Meals as “two home-delivered meals per day, 5 days per week.” Currently, a package consisting of one hot meal and one cold meal is delivered each day Monday through Friday.
- **Increasing cost of gas and food has increased the cost of providing this service.** Volunteers who are willing and financially able to deliver meals using their own cars and gas have become more difficult to recruit and retain. As a result, paid staff hours are alternatively used to deliver food. Increases in mileage reimbursement for staff and staff time increases the cost of providing services. Increases in the cost of food also add significantly to the cost of each meal.
- Without a change to the delivery schedule, it is likely that the delivery window for the satellite routes (North County, East County and South Bay) will need to be expanded from two hours to as much as four hours to allow for staff delivery of the meals. The extra time may compromise nutritional value and taste of foods in the hot meal. The expanded delivery window may also result in increased stress for clients awaiting delivery.
 - This proposed change would ensure meals are safely available to clients within the two-hour timeframe.
- **Previous success with this model:** This method of providing food for multiple days has proven successful not only for weekend grocery bags delivered by the contractor (not funded by Ryan White Part A), but also in past emergency situations requiring multiple day deliveries (for example, during the 2007 fires).
 - Staff conducts an assessment of each client’s ability to store and defrost frozen food. For those without this ability, additional resources are sought or other accommodations made (for example, non-perishable items in place of frozen dinners).