Snoqualmie Indian Tribe
Elders Program
Nutrition Services Policy

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Overview

Snoqualmie Tribal Elders are honored and highly valued members of the Snoqualmie Indian Tribe (the "Tribe"). The Snoqualmie Indian Tribe Elders Program ("Elders Program") is committed to ensuring Elders have consistent access to nutritious, safe, and culturally relevant meals that support physical health and well-being. The Tribe recognizes that adequate nutrition is essential to health, functioning, and quality of life and therefore incorporates traditional foodways and Snoqualmie Tribal Elder preferences wherever possible.

All staff, volunteers, contractors, and partners are expected to uphold the values of respect, care, and inclusion in every aspect of service delivery.

The Program is intended to fall under the Tribe's General Welfare Policy and/or provide a tax-exempt qualified Indian health care benefit. The Snoqualmie Tribal Council wishes to ensure that no Tribal member in the community will be without the ability to receive appropriate, necessary services and support. The General Welfare Policy will not completely fund all the members' financial needs, but is designed to lessen the burden of expenses. It is the intent of the Tribal Council that the Program be funded from the Tribe's general fund, and that the benefits received under the Program will not be subject to state or federal taxation and will not reduce fixed income or other benefits of the recipients.

Purpose

This Nutritional Services Policy and Procedures Manual (the "Manual") establishes the operational framework for the delivery of meal services and nutritional-related support to eligible Snoqualmie Tribal Elders. The Manual outline services offered by the Elders Program and standardize support services for Snoqualmie Tribal Elders. All services are evaluated on an annual basis and budgets are subject to change due to federal and Snoqualmie Tribal funding.

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I. Legal and Regulatory Framework

1.1 Applicable Laws and Regulations

This Manual operates pursuant to, and is bound by, Snoqualmie Tribal Law and in compliance with the Older Americans Act (OAA), Title VI, 42 U.S.C. § 3057 et seq. (2018).

1.2 Oversight Agencies

The Elders Program staff and Manager, Community Engagement Director, the Executive Director of Community Services, and the Executive Director shall provide oversight for the operations of the Elder Program. Any questions should first be directed to the Elders Coordinator.

II. Definitions

The following definitions will apply for the purposes of this Policy:

"Snoqualmie Tribal Elder" means an enrolled member of the Snoqualmie Indian Tribe age 55 and older.

"Elder as defined by Title VI Program" means a person 60 years of age and older.

"Eligible Person" means an Indian Elder; a spouse of an Indian Elder; individuals providing volunteer services during meal hours; and non-elderly handicapped or disabled persons who reside at home with and accompany an elder or who reside in housing facilities occupied primarily by the elderly.

"Older Americans Act (OAA)" means the first federal level initiative aimed at providing comprehensive services for older adults.

"Program Services" means support that is offered to Snoqualmie Tribal Elders.

"Activities of Daily Living (ADLs)" refers to the Activities of Daily Living Assessment tool that assesses and determines the physical capabilities of the Snoqualmie Tribal Elder to be able to provide care for themselves. The assessment and determination of need can be performed by a trained Snoqualmie Tribe Elders

Program staff member or by sanctioned Social Worker or Medical Provider from a care facility, State agency, or medical organization.

"Service Delivery Area" means the Snoqualmie Indian Tribe's designated area contracted with the Older Americans Act, Title VI. These areas include King County, Mason County, Pierce County, Island County and Snohomish County.

"Title VI" means the section of the Older Americans Act (OAA) which establishes grants to Native Americans for nutrition services, supportive services, and family caregiver support services.

"General Fund" means funding sourced by the Snoqualmie Indian Tribe.

III. Intake

Staff will assist Snoqualmie Tribal Elders in completing any documentation required for participation in this Program. No documentation is required for participation in congregate meals, grocery boxes, or salmon boxes; these are open and available to all Elders. For participation in the nutrition supplement program or homebound meal delivery, Elders may be required to provide certain information, that may include ADL Assessment results or pertinent medical information, to verify level of need.

Elders should update any information on file used to verify need upon any significant change in status (e.g., residency, eligibility, or household composition). Documents are securely retained in the Elder's confidential participant file, in accordance with privacy and record retention policies.

IV. Recordkeeping and Confidentiality

4.1 Participant Service Logs: Title VI Records

The program must maintain an unduplicated count of each Snoqualmie Tribal Elder who receives at least one congregate meal, one home-delivered meal, and one supportive service each year. "Unduplicated count" means that each Elder is counted only once per service category per year, regardless of how many times services are accessed.

Separate logs must be maintained for:
- The number of meals served at congregate meal sites;

- The number of home-delivered meals provided;
- The number of transportation services offered; and
- The number of all other supportive and caregiver services provided.

Logs must be updated promptly and reviewed regularly for accuracy and compliance with Title VI reporting requirements.

4.2 Participant Files

All participant and personnel records are considered confidential and may only be accessed by authorized program staff. Records must be securely stored—either in locked cabinets or secure electronic systems—and maintained in accordance with applicable Tribal, federal, and program-specific requirements. Service logs and participant files must be kept current and available for inspection by regulatory agencies upon request.

Participant files may include, but are not limited to:

- Intake and enrollment forms
- Activities of Daily Living (ADL) assessment results
- Documentation of dietary restrictions, preferences, or special needs
- Communications and feedback from the Elder
- Records of services provided
- Incident or grievance reports

4.3 Record Retention

All records and documentation must be retained for a period of three (3) years after the date the Title VI final report for the 3-year grant period is submitted.

V. Nutrition Services

All meals and nutrition support services provided under this Policy are reviewed by the Elders Program Manager to ensure nutritional requirements are in compliance with the OAA.

5.1 Activities of Daily Living (ADL) Assessment

To ensure that services are provided to those with the greatest need, the Elders Program may require a completion of an Activities of Daily Living (ADL) assessment as part of the eligibility determination process for certain nutrition support services or medical records, including expanded home-delivered meals and additional nutritional support.

All staff responsible for intake or enrollment must instruct and assist Snoqualmie Tribal Elders in completing the standardized ADL assessment form during initial program enrollment or when a request for additional services is received.

The ADL assessment evaluates an Elder's ability to independently perform basic self-care tasks, such as bathing, dressing, eating, transferring, toileting, and mobility.

The completed ADL assessment must be reviewed and scored by designated program staff. If an Elder scores 2 or lower in two or more ADL categories, they may be eligible for expanded home-delivered meals or increased nutritional support.

Staff must ensure that the ADL assessment and any supporting documentation are securely retained in the Elder's program file and treated as confidential health information.

ADL assessments should be updated at least annually, or sooner if there is a significant change in an Elder's health status or living circumstances.

5.2 Congregate Meals

A. Generally

The Elders Program provides congregate meals, or luncheons, for Snoqualmie Tribal Elders and other Eligible Persons. Congregate meals are offered twice a month in a communal setting. All meals will meet or exceed the USDA Dietary Guidelines for Americans and provide a minimum of 33.5% of the

Recommended Daily Allowance (RDA) for older adults. Congregate meal sites are selected by the Tribe and may vary throughout the year to best serve the community's needs.

B. Retreats

The Elders Program will also host special events such as Elder Retreats, which provide opportunities for Snoqualmie Tribal Elders and eligible participants to gather, share nutritious meals, and participate in cultural activities and fellowship. When permitted by budget, Title VI funds are used to cover the meals provided during these events.

C. Attendance

Attendees are encouraged to RSVP for congregate meals to the Elder Program Coordinator via email or by phone. Attendance at each congregate meal or event must be documented via participant sign-in sheets, which are required for Title VI reporting and in compliance with Section IV of this Manual.

5.3 Home-Delivered Meals, Other Nutritional Support

The Elders Program can provide home delivered meal services and other nutritional support to eligible Snoqualmie Tribal Elders who cannot attend congregate meals due to health or mobility limitations, to reduce food insecurity during temporary or ongoing need.

A. Eligibility

Eligibility is limited to Snoqualmie Tribal Elders who are homebound due to temporary or ongoing health or mobility limitations, including recovery illness or surgery. The Elders Program may require a medical information to verify need.

For other nutrition support, the Elder must have a designated paid or unpaid caregiver.

B. Home-Delivered Meals

1. Nutritional Standards

Each prepared, ready-to-eat meal will include at least two of the five major food groups (fruits, vegetables, grains, proteins, and dairy). Meals must comply with the USDA Dietary Guidelines for Americans and provide at least one-third of the Recommended Daily Allowance (RDA) for older adults. Staff must document allergies and medically necessary dietary restrictions during intake and communicate these requirements to meal providers so that meals can be planned with consideration for such limitations as well as cultural and traditional food preferences when feasible.

2. Meal Format and Delivery Procedures

Meals may be delivered hot, cold, or frozen, depending on the Elder's location, preference, and available food service providers. The method of meal delivery will be determined by the Elders Program, based on logistics and cost-effectiveness. Staff will coordinate delivery schedules with Elders and confirm receipt of meals.

3. Other Nutrition Support

The Elders Program may provide additional supplemental items (e.g., protein shakes such as Ensure or Boost) to address unmet nutritional needs for Elders who are homebound or recovering. Requests must be submitted through the Elders Program application and include verification of caregiver status and, if applicable ADL (Activities of Daily Living) assessment results and medical information.

4. Benefit Caps

- Home-delivered meals and other home-delivered foods are offered for a limited time and generally capped at $1,200 per Elder per fiscal year.
- If an Elder scores 2 or lower in two or more categories on their ADL assessment, they may request additional nutrition support not to exceed

$5,200 per fiscal year. The Elders Program may request documentation from the Elder's medical provider to establish the Elder's need for additional support.

- These caps do not apply to requests for grocery boxes or salmon boxes, which are provided based on physical need and/or level of care criteria and availability.

C. Grocery Boxes

The Elders Program may offer grocery boxes to supplement nutritional needs, including nutritious, nonperishable foods and, when possible, fresh produce subject to seasonal and budgetary availability.

Boxes will be available for pick up from the Snoqualmie Tribe's Administration Campus or other designated sites. Staff will notify Elders of pick-up dates assist with transportation or proxy pick-up as needed.

D. Salmon Boxes

To support access to traditional foods, the Elders Program may provide salmon boxes to eligible Elders. Distribution is based on unmet nutritional needs and availability; staff will coordinate logistics and ensure equitable access. Staff must maintain records of salmon box distribution.

VI. Participant Contribution Policy

All participants have the opportunity to contribute (donate) towards the cost of any service provided through this program.

Each program participant, including home-delivered meal recipients, will receive an information sheet explaining the donation process, how contributions are used, and stating that donations are strictly voluntary, confidential and not required to receive services.

A clearly marked secured container labeled with a donation sign will be installed at the congregate meal site. For home delivered meal participants, the Manager of the

Elder Program should communicate directly with the Elder to collect their donation.

All donations received for meal services will be used solely to expand nutrition services under the Title VI Program. Contributions for other services will be used to enhance comprehensive and coordinated service systems.

The site manager or designee will empty the donations box every second Friday after the congregate meal has concluded. The site manager or designee will open the box in front of one other individual to assure accountability. Money will be counted with two people present, deposit slip prepared with both initializing and deposited to the fiscal office.

VII. Program Funds

7.1 Title VI Part A

Title VI Part A funds are used to cover congregate and home-delivered meal services for Snoqualmie Tribal Elders who meet program eligibility requirements and reside within the Service Delivery Area.

7.2 Title VI Part C

Title VI Part C funds are used exclusively for other nutritional support services for Snoqualmie Tribal Elders who have a designated paid or unpaid caregiver, meet all program qualifications, and reside within the Service Delivery Area.

7.3 Nutrition Services Incentive Program (NSIP)

Nutrition Services Incentive Program (NSIP) funds shall be used solely to purchase domestically produced foods for program nutrition projects, as required by the Older Americans Act, 42 U.S.C. § 3030a(d)(4).

7.4 General Fund

General funds are used to cover Nutritional Support Services for Snoqualmie Tribal Elders that meet program qualifications and reside outside the Service Delivery Area, or where other eligible funding is not available.

7.5 Loss of Funding

In the event that Title VI or any other program funding becomes unavailable, the programs and services described in this manual may be modified, reduced, or discontinued as necessary. Any changes will be communicated promptly to program participants and staff.