

# Medicaid Home Delivered Meals Program Standards and Responsibilities

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## Introduction

Medicaid-funded Home Delivered Meals (HDMs) may be provided for in-home individuals who are home-bound, unable to prepare meals, do not have another person available for meal preparation, and do not have natural supports available that are willing and able to provide meal preparation services. Home delivered meals can be critical to enabling an individual to maintain independence and remain in their own homes. Provision of a home delivered

meal may reduce the need for reliance on a paid caregiver during some meal times, can offer added safety in having another person stopping by the individual's home to deliver meals, can provide meals in a cost-effective manner and may be a factor in allowing the individual to remain at home.

Oregon's Area Agencies on Aging (AAA) directly provide, or contract with community partners to provide, congregate and HDMs that meet Older Americans Act requirements and Nutrition Standards developed by Oregon Department of Human Services (ODHS) Aging and People with Disabilities (APD). <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Nutrition-Program.aspx>

AAA Nutrition Programs offer delivery of one or two meals per day. A unit of service for HDMs is one complete meal meeting Older Americans Act (OAA) and APD requirements including the requirement that it meets one-third of the recommended daily allowance, served to one eligible individual.

Individuals must be assessed eligible and have the service authorized by a Medicaid Case Manager to receive Medicaid HDMs. The following outlines the key responsibilities in providing Medicaid HDMs to eligible individuals.

### **Medicaid HDM Eligibility**

To be eligible for the Home Delivered Meals program, individuals must:

- Require assistance with meal preparation, according to the Client Assessment and Planning System (CA/PS) assessment to receive HDM;
- Be "homebound." (OAR [411-040-0010\(4\)](#)) Being "homebound means that leaving home is a significant effort to the point that leaving home unassisted is not normally possible;"
- Have no natural supports willing or available to provide meal preparation services; and

- Be willing to eat the meal within a reasonable time frame or have proper temperature-controlled storage available.

## **Medicaid Program Responsibilities**

### Medicaid Case Manager (CM) Responsibilities:

- Determine eligibility and interest in receiving HDMS
  - During the completion of the CA/PS assessment, the CM will determine eligibility for Medicaid services, including eligibility for HDMS. The CM will:
    - Discuss the availability of HDMS.
    - Ensure the individual meets eligibility criteria for receiving HDMS
    - Ask the individual if they currently receive HDMS. If the individual desires to continue receiving HDMS, the CM will need to assure payment for the meal will be covered with Medicaid funding. This information must be narrated and identified in the assessment / service planning process.
    - Assess the individual or caregiver's ability to utilize HDMS including:
      - the ability to receive and open the delivered meal package
      - warm the meal if needed, and
      - store the leftover or frozen meal
    - Ensure the individual understands that HDMS may reduce some hours in the Service plan for meal preparation but will not impact SNAP benefits.

## **Authorize HDMS**

If the individual is eligible for and chooses to receive HDMS, the case manager must authorize the meals as follows:

- Review the CA/PS meal preparation hours, reduce the hours as appropriate per OAR 411-030-0070(3)(e);
- Authorize and add HDM and provider information to the individual's service plan;
- Complete and send a HDM referral / authorization form 595 or other agreed upon format, to the AAA nutrition program. This authorizes initiation of meal delivery, and the maximum quantity of meals to be provided each month;
- Re-evaluate the eligibility for HDM service at all reassessments of services, and the usefulness of HDMs with the individual during a monthly contacts;
- Follow-up with the individual if notified of concerns or new issues by the HDM provider; and
- Document any additional information about the HDMs, communication with the meal provider, etc., in Oregon ACCESS (OA).

### **If HDMs are Refused or the Individual is not Eligible for HDMs**

If the individual chooses not to receive HDMs or is not eligible for HDMs, but needs food assistance, the CM will:

- Provide information on other program resources in their community that may be available (i.e., local food pantry, congregate meal sites);
- Review eligibility for SNAP benefits;
- Encourage the individual to contact the Aging and Disability Resource Connection of Oregon (ADRC) to see if the local ADRC representative can assist with identifying other local resources ([OAR 411-028-0020\(1\)\(f\)](#)).

Note: Individual's who are eligible for HDMs cannot receive these meals under the OAA, except in cases in which they are cost of care individuals.

# Medicaid Office (APD or AAA) Office Responsibilities

## Communication

The APD / AAA office must have regular communication with the nutrition program regarding:

- New individual referrals
- Any changes in needs or services for individuals who are receiving HDMs
- Notifying the nutrition program immediately when meal services are discontinued or are no longer authorized
- Provide information regarding HDM and congregate meal site services to Medicaid individuals.

## Ensure Billing and Reimbursement for Medicaid HDMs

The billing process for the CM and a nutrition program should be as follows:

- The CM initiates the HDM process with the completion and issuing of the HDM referral / authorization form 595 to the HDM provider.
- The authorization form will be used to create an issue the “payment voucher” which will indicate the number of meals authorized per month.
- Document HDM authorization in the individual’s service plan and plan of care. This can be documented by a case aide with the CM’s approval. Create a voucher in DHR to be sent to the provider.
- The HDM provider is expected to verify this authorization to bill for meals.
- After meals are provided, the HDM provider will request reimbursement for provided meals by completing and returning the payment voucher to the local APD or AAA office. The next months “payment voucher” will then be issued.
- The CM must document all steps and communication in OA.

## Nutrition Program Responsibilities

AAA nutrition program services are provided either directly by the AAA or through contracted providers in each area of the state. The nutrition program HDM provider must:

- Ensure with the Oregon Congregate and Home Delivered Nutrition Program Standards. This includes requirements for menu planning with oversight by a registered dietitian or individual with comparable expertise; meal preparation and HDM safety and sanitation; and requirements for safety and delivery of frozen meals.
- Ensure a current AAA contract for HDMs is in place and that the Nutrition Program is enrolled as a Medicaid provider. For information on becoming a Medicaid enrolled provider, contact APD Provider Enrollment at [apd.providerenrollment@odhsoha.oregon.gov](mailto:apd.providerenrollment@odhsoha.oregon.gov).
- Be able to provide at least one meal at least once a day, five or more days per week. In rural areas where daily delivery of meals is not possible, nutrition providers must notify the local APD office if approved meals will be delivered on a less frequent basis. In these cases, meals must be delivered at least once per week.
- If an individual contacts the nutrition program to request HDM services, determine if the individual is a Medicaid individual by asking the individual and checking OA.
- Prior to delivery of Medicaid HDM, ensure the nutrition program has received a referral/ authorization form from the CM for each referred individual.
- For each HDM referral, complete the required nutrition risk screening questions, and enter this information into OA.
- At least annually, an in-person visit is required for review of the nutrition risk screening questions and nutrition education ([OAR 411-040-0036](#)).

Annual nutrition education must follow requirements and approve nutrition education topics as outlined in the Oregon Congregate and Home Delivered Nutrition Program Standards.

- Communicate regularly with the APD/AAA office regarding the HDM service provided (including delivery frequency, any specialized meals available to individuals, restrictions on service areas for delivery of meals, termination of services, etc.) and any change of condition or concerns.
- Ensure that Medicaid individuals are not asked for voluntary contributions.
- Have written procedures for all components of meal services.
- Ensure All staff and volunteers who assist with HDM operations have passed required background checks.
- Communicate Immediately with the local APD/AAA office regarding any concerns identified during the initial and annual nutrition screening or observations by the HDM meal delivery staff or volunteers.

Note: This document will be updated when information is updated, or changes are made to the Medicaid HDM program in Oregon.

## References and Additional Information

- Medicaid HDM Rules and Guidelines
  - Medicaid HDM Administrative Rules ([OAR 411-040](#))
  - [Program Standards and Responsibilities](#) (this tool)
- HDMs and Medicaid In-Home Consumer-Employer Program
  - Medicaid HDMs are available for In-home Consumer-Employer Program individuals assessed with IADL support needs ([OAR 411-030-0070\(3\)\(d\)](#)).
- HDMs and the State Plan Personal Care Program (SPPC)

- Per [OAR 411-034-0024\(4\)](#), SPPC individuals are not eligible for Medicaid HDMs as SPPC services are not waived services. SPPC individuals can be considered for eligibility and participation in HDMs under OAA.
- HDMs and the Independent Choices Program (ICP)
  - Per [OAR 4110-030-0100\(8\)\(c\)\(C\)](#), ICP participants are eligible for HDMs which are approved by the CM and paid for by the Department and are excluded from the participant's ICP cash benefit.
- HDMs and Medicaid Cost of Care Individuals
  - Individuals who are determined and documented to be Cost of Care and would have to pay the full cost of meals themselves can be considered for eligibility and participation of HDMs under OAA.
- HDMs and Oregon Project Independence Program (OPI)
  - HDMs are available for OPI individuals per [OAR 411-032-0000\(30\)](#) and [411-032-0010\(1\)\(a\)\(A\)\(vii\)](#).
- Oregon Congregate and Home Delivered Nutrition Program Standards
  - [CSSU Nutrition Program Website](#) has a link to the current program standards for OAA and OPI nutrition programs, as well as many helpful tools.
  - The Administration for Community Living's [Medicaid Third Party Liability and OAA Fact Sheet](#) clarifies that OAA services such as HDMs should not be provided to an individual who is eligible for this service under Medicaid.

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Unit at [apd.medicaidpolicy@odhsoha.oregon.gov](mailto:apd.medicaidpolicy@odhsoha.oregon.gov) or call 503-945-5811 (voice or text). We accept all relay calls.

