

CIRCULAR

Date: June 29, 2017

CIRCULAR NUMBER: EIA #2017-26

Alternate Programs:

To: Community Social Service Supervisors/Program Managers

Subject: **Administrative Requirements for EIA Participants Requesting Subsidized Meal Services**

Reference: EIA Administrative Manual Section 18.3.8
EIA Circular 2015-05 – *Rate Increase - Congregate Meal Programs*
EIA Circular 2012-14 – *Increase in Meals on Wheels Costs*
EIA Directive 2006-10 – *Meal Rates – Subsidized Meals – Meals on Wheels MOH*
EIA Directive 2002-24 – *Meal Rates and Procedures – Meals on Wheels Rate Increase Jan '02 and New SAMIN code HMSU*

Replaces:

Type: ☒ Policy ☐ For Internal Reference Only
☒ Procedure
☒ Rate
☐ Information Only

Effective Date **Immediately**

The intent of this circular is to clarify the appropriate procedures to follow with participants who are, or wish to access subsidized meal services provided via Meals on Wheels, or through Manitoba Housing Food Services (formerly Congregate Meals Program).

Meals on Wheels

Meals on Wheels (MOW) offers a meal replacement service for individuals who are likely to have difficulty purchasing and/or preparing their own meals which could lead to their overall nutrition being placed at risk. MOW assesses and approves meal replacement requests upon receipt of a participant self-referral, or via referral from an individuals' case manager or medical professional.

Prior to Employment and Income Assistance (EIA) staff considering any referral to and/or approval of MOW service costs, the need for this meal replacement option must be supported by information known by case coordinators, or gathered from discussions with participants, or other program case workers that confirm a temporary, or prolonged reduction in participants' abilities to consistently prepare some (or all) of their daily meal requirements resulting in overall nutrition being negatively affected.

Note: MOW meal approvals should be reviewed at minimum annually to confirm that the need still exists.

Manitoba Housing Food Services

Manitoba Housing Food Services (MHFS) offers prepared meal options to residents in select Manitoba Housing properties. While meals are planned to meet nutritional guidelines, the intent of the program is to bring property residents together in a congregate and social setting. As a result, there are no medical/health-related requirements that must be met by participants requesting these supports.

Typically, one full, hot meal is offered in a day with meal services provided two to five times a week, depending on the Manitoba Housing location. The list of properties that participate in the meal service and the days that meals are available are listed in this brochure: http://www.gov.mb.ca/housing/pubs/meal_program_brochure.pdf. Staff should consult the meal schedule prior to approval since it is subject to change.

Participants are responsible for the unsubsidized portion of the costs of each meal received. These charges are paid for through adjustments made to participants' monthly income assistance budgets.

Consultation with the Disability and Health Supports Unit (DHSU)

Due to limitations in the number of meals provided by MHFS on a daily/weekly basis, some participants may require and be eligible for additional meal services through MOW (providing there is no duplication of daily meals).

Some participants who are already receiving subsidized meals through MOW or MHFS may also approach staff requesting that additional therapeutic diet/nutritional supplements be approved by the department for an unmet, health/treatment-related nutritional need.

Staff should bring these requests to the attention of the DHSU for further review (Attention: disandhealthsupports@gov.mb.ca). DHSU staff will consult with either MOW or with the appropriate health care professional to confirm the exceptional dietary need and determine what dietary option may be provided by EIA. Where appropriate, the DHSU will advise case coordinators of any corresponding changes to be made to participant budgets regarding these exceptional dietary/nutritional approvals.

Supporting information on either of the above subsidized meal options, including approvals, changes or discontinuations must be clearly documented in case notes.

Section 18.3.7 of The Employment and Income Assistance Administrative Manual has been updated to reflect these policy clarifications