

## Home Delivered Meals

### HDM

*Available under Pathways, Health and Wellness, and TBI*

### What is HDM?

HDM is a service that provides an individual access to nutritionally balanced meals to promote health and wellness. HDM may include:

- Diet and nutrition counseling provided by a registered dietician
- Nutritional education based on the needs of individuals
- Diet modification according to a physician's order to meet an individuals' medical and nutritional needs
  - o Diabetic Diet
  - o Low Sodium

### What is needed to provide HDM?

Meals must meet state, local, and federal laws and regulations regarding the safe handling of food. Provider must hold current SERV safe certificate.

All meals must contain at least one-third of current daily recommended dietary allowances:

- Variety of vegetables, legumes, and starches
- Fruits
- Grains
- Fat free or low fat dairy
- Variety of protein foods
- Oils

Meals must contain less than 10% daily calories from added sugars, less than 10% daily calories from saturated fats, and less than 2,300 mg of sodium per day.

### How to apply for HDM?

Prepare the following documents:

#### **Documents to Gather**

- W-9 Tax Form/EIN
- Background Check (for owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter
- SERVSAFE Certification

#### **Operations Manual**

- Personnel Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Employee's Rights and Responsibilities

- HIPAA Compliance Policy
- File Retention Policy
- Transfer of Information Policy
- Organizational Chart
- Quality Assurance/Quality Improvement Policy
- Incident Reporting Policy

## Resources

- [HCBS Waiver Manual](#)
- [Aging Rule](#)
- [SERV Safe](#)