



NEW MEXICO POLICIES & PROCEDURES

SECTION CONTENTS

LOCAL NUTRITION SERVICES

THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.

VERSION: 8.2025

1.0 PURPOSE

- (A) The purpose of this policy is to establish the Aging and Long-Term Services Department's (ALTSD) donated Nutrition Policies and Procedures.
- (B) If any provision of this policy conflicts with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

1. DONATED PRODUCE POLICY

- A. Donated produce may not be used in meal preparation.
- B. Donated produce may be given to seniors with notice of donation source and consumed at their own discretion.
- C. All donated locally grown produce shall not have undergone any processing prior to donation, including but not limited to washing, root cropping, and/or cutting. AAA subcontractors shall document the following:
 - 1. Item being donated.
 - 2. Date of donation.
 - 3. Agency, supplier, or grower making the donation; and contact information; and,
- D. This information shall be kept on file by the AAA subcontractor and be available for review by the New Mexico Aging & Long-Term Services Department (ALTSD), Federal regulatory agencies, State and Local Public Health Departments, and others needing it for purposes of audit or compliance review.

2. MONITORING PROCEDURE

- a. The monitoring procedure is detailed throughout the "New Mexico Nutrition Handbook".
- b. This data is validated and compiled for submission annually by January 31, in the Older Americans Act Performance System (OAAPS).

3. GUIDES

- c. The "New Mexico Nutrition Handbook" has been developed to support high-quality, responsive, person-centered services to older New Mexicans, individuals with disabilities, and their caregivers ensuring rigorous nutrition provision.

4. REFERENCES AND LINKS

[Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables | FDA](#)
Authority 45 C.F.R. section 1321.9(c)(2), 45 C.F.R. section 1321.49, and the Fair Labor Standards Act 29 U.S.C. section 201 et seq.

Link: <https://www.aging.nm.gov/wp-content/uploads/2025/10/RESOURCE.Nutrition-Handbook-WEBSITE.pdf>

Revision History

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