



# NEW MEXICO POLICIES & PROCEDURES

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## SECTION CONTENTS

### SUA AGING NETWORK NUTRITION SERVICES

**THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.**

**VERSION: 8.2025**

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# STATE UNIT ON AGING (SUA)

## POLICIES AND PROCEDURES

Updated for (45 C.F.R. §1321.87 and §1321.91)

*The document contained herein is subject to change. Version: 8.2025*

## SUA.AND.NUTRITION

### 1.0 PURPOSE

- (A) The purpose of this policy is to establish the Aging and Long-Term Services Department's (ALTSD) Nutrition Services Policies and Procedures (Required for SUA, AAAs, and Providers) as required by 45 C.F.R. §1321.87 and 45 C.F.R. §1321.91.
- (B) If any provision of this policy conflicts with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

### 1. DEFINITIONS See thr link below.

### 2. POLICY

ALTSD is dedicated to providing high-quality, responsive, person-centered services to older New Mexicans, individuals with disabilities, and their caregivers which is ensured by the effective implementation of Nutrition Services. Transparency is essential to ensure constituents have confidence in ALTSD management to make informed decisions about working with nutrition providers and their programs, implementing policy, and standards for delivery, frequency, and carry-out protocols.

### 3. PROCEDURE

- a. Obtain a New Mexico Food Handlers Card—eFoodHandlers Inc was founded to provide a comprehensive suite of food-related services to the food service community. eFoodHandlers partners with eFood training affiliates to provide a one-stop training solution to food handlers, managers, mobile food vendors, bartenders and alcohol servers/sellers. eFoodhandlers provides an ANSI National Accreditation Board Food Handlers Course. This means that their program has met the rigorous standards of a national accreditation organization.
  - Other Available Training
    - Food Manager
    - COVID Training
- b. A comprehensive resource entitled “New Mexico Nutrition Handbook” has been developed and contains the following resources:
  - 1. Nutrition Services—Cleaning and Sanitation
  - 2. Nutrition Services—Emergency
  - 3. Nutrition Services—Food and Supplies
  - 4. Nutrition Services—Food Storage and Handling
  - 5. Nutrition Services—Sample Grab-and-Go Meal Policy
  - 6. Nutrition Services—Meal Delivery and Transport
  - 7. Nutrition Services—Meals and Meal Service
  - 8. Nutrition Services—Physical Facility
  - 9. Nutrition Services—Program and Personnel Management

#### **4. MONITORING PROCEDURE**

- a. The monitoring procedure is detailed throughout the “New Mexico Nutrition Handbook”.
- b. The number and type of meals served are recorded in the State database with demographic details about the consumer.
- c. This data is validated and compiled for submission annually by January 31, in the Older Americans Act Performance System (OAAPS).

#### **5. GUIDES**

- a. 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.

#### **6. REFERENCES AND LINKS**

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:** [New Mexico Food Handlers Card | eFoodHandlers@ | \\$7.95](#)

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

**Link:** [https://www.aging.nm.gov/wp-content/uploads/2025/10/RESOURCE.Acronyms.Definitions.UnitsofService.UCIT\\_.WEBSITE.pdf](https://www.aging.nm.gov/wp-content/uploads/2025/10/RESOURCE.Acronyms.Definitions.UnitsofService.UCIT_.WEBSITE.pdf)

## Revision History

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