



SARCOA

SENIOR CENTER TRAINING MANUAL

What is a Senior Center?

Seniors gather around the table discussing their blessings and enjoying a nutritious meal. Ladies meet for a daily exercise class. Men cheer each other on in a game of Domino's.

This is your senior center, a place for seniors to gather with friends, share their talents, and stimulate their minds.

It's a place where some will receive their only nutritious meal of the week. For some, it's the only chance they'll have to eat in the company of others.

It's the backbone of the home delivered meal program, serving meals, information, and smiles to the homebound seniors in your community.

Participants from all walks of life benefit from your senior center and your community benefits by keeping its seniors active and independent. Having a senior center is both a privilege and responsibility. It's your center and the resources and efforts of community will determine what it will be. Your center and its programs are a part of a network of 36 centers administered by SARCOA. To help you better understand the basics, we've prepared a brief guide.



Monthly Activity Calendars

- Due by the 1st of each month
- Must include Name of Senior Center, Address, Phone Number, and Hours of Operation
- Must list date of monthly fire drill
- Must list date that Nutrition Education Materials are read out loud or passed out
- List all activities
- Hang up at the center

Make your monthly activity calendar your best outreach tool

Senior Centers are more than just BINGO

- Plan activities that encourage socialization, health promotion, resource education, and general FUN

Activity ideas:

Theme days, exercise classes, arts & crafts, outings to go eat, shop, or attend community events, spa days, balloon volleyball, bean bag toss, puzzles, penny auction, coloring, karaoke

Presentation ideas:

Home Health Agencies, Hospice Agencies, SpectraCare, EMA, Fire or Police, County Extension Office,

Participant Contributions

- Opportunities for participants to contribute to the Senior Center must be offered and solicited using a non-coercive method
- A Contribution sign must be hung in the Senior Center
- Services will not be denied due to inability to contribute
- Contributions should remain **anonymous**
 - The contribution box should remain locked and Senior Center Directors should not have a key
- **Contributions remain at your Senior Center**
- Contributions are counted weekly by Authorized Counters



Full Procedures about Contributions
and the Contributions Accounting
Authorizations form can be found on
sarcoa.org

Participant Enrollment Form

- A Participant Enrollment Form must be completed at least every 12 months
- Ensure the most up to date copy is being used. Currently FY26
- A blank form can be found on sarcoa.org
- A paper copy must be kept on file for 3 years
- Enrollment Forms should be kept confidential
- Paper copy should match what is entered into MyADSS including "Date Entered"

Alabama Department of Senior Services
Title III Services
FY26 Participant Enrollment Form

Name of AAA (office use) _____
Name of Senior Center (office use) _____
Enrollment Date _____

STEP 1: Required for all programs. All information must be updated annually.

PARTICIPANT INFORMATION: Please ask for assistance if needed in completing this form

Last Name: _____ First Name: _____ MI: _____
Street Address: _____ Mailing Address (if different): _____
City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____
Country: _____ Phone: _____ Other Phone: _____

Race:
 Caucasian/White
 African-American/Black
 Asian
 Native Hawaiian
 Alaska Native
 Pacific Islander
 American Indian
 Other

Ethnicity:
 Not Hispanic/Latino
 Hispanic/Latino

Gender:
 Male
 Female

Birthdate:
MM/DD/YYYY

English your first language? Yes No

Other:
 Have you fallen or been hospitalized in the past 90 days?
 Yes No
 Dementia-related diagnosis

in household:
 1: Above Below \$1,304
 2: Above Below \$1,762
 3: Above Below \$2,220
 4: Above Below \$2,679
 5: Above Below \$3,137
 6: Above Below \$3,595

ESTIMATED MONTHLY HOUSEHOLD INCOME:

EMERGENCY CONTACT INFORMATION: Please provide name of a person to contact in an emergency.
 Name: _____ Relationship to participant: _____
 Home Phone: _____ Spouse Neighbor
 Work Phone: _____ Friend Other
 Cell Phone: _____ Relative

Primary Physician: _____ Physician Phone: _____

ADLs/IADLs: Do you need help with any of the following?

	Yes	No	Comments
Eating			
Transferring in and out of bed or chair			
Walking			
Dressing			
Bathing			
Toileting			
Doing heavy housework			
Doing light housework			
Preparing meals			
Shopping for personal items			
Managing money			
Medication management			
Using telephone			
Transportation			

FY26 ADSS Title III Confidential - For Staff Use Only 9/11/25

STEPS 2-5: Nutrition programs/staff only.

STEP 2: Check appropriate boxes.
Nutritional Health: Please answer the following nutrition questions for congregate, home-delivered meals, and nutrition counseling:

(2) Y N 1. Have you changed the amount or kinds of food you eat because of illness or health condition?
 (3) Y N 2. Do you eat fewer than 2 meals a day?
 (1) Y N 3. Do you eat fewer than 3 fruits or vegetables a day?
 (1) Y N 4. Do you eat fewer than 2 servings of dairy products a day? (Milk, yogurt, cheese)
 (2) Y N 5. Do you have 2 or more drinks of beer, liquor, or wine almost every day?
 (2) Y N 6. Do you have any chewing, tooth or mouth problems that make it hard to eat?
 (4) Y N 7. Do you sometimes not have enough money for the food you need?
 (1) Y N 8. Do you eat alone most of the time?
 (1) Y N 9. Do you take 3 or more kinds of medicines a day? (include over the counter & prescription medicines)
 (2) Y N 10. Without wanting to, have you lost or gained 10 pounds or more in the past 6 months?
 (2) Y N 11. Do you have any physical problems that make it difficult for you to shop, cook, or feed yourself?

Nutrition Risk Score of 6 or greater suggests "High" Nutrition Risk.

Y N Do you want a referral to a Registered Dietitian Nutritionist for Nutrition Counseling?

STEP 3: Check appropriate boxes.

1. Approved Congregate Meals:
 Hot Meals
 Frozen
 Shelf Stable
 Grab and Go

2. Approved Home-Delivered Meals:
 Hot Meals
 Frozen Meals (senior center delivered)
 Frozen Meals (food vendor delivery DID)
 Frozen Breakfast (senior center delivered)
 Frozen Breakfast (food vendor delivery D2D)
 Shelf Stable

3. Liquid Nutrition Supplement (approved and provided by AAA with local funds or Title III cash allocations):
 Congregate Yes No
 Homebound Yes No

4. If this participant is eligible for Title III-C Nutrition Services, identify why:
 Are 60 and older
 Spouse of eligible participant
 Volunteers at mealtime
 Individual with disability living with eligible participant
 Individual with disability living in public, low-income housing where a senior center is located
 60+ caregiver

Date Approved: _____ Staff: _____

STEP 4: Name and address of alternate deliver if for home-delivered meal or Notes/Comments:

STEP 5: Complete.
 AIMS #: _____ Date Entered: _____ Staff Initials: _____

Statement of Confidentiality: The information recorded on this form is required for the statistical and reporting requirements for State and Community Programs under the Older Americans Act of 1965, as amended (Public Law 89-73), and is not to be used for any other purpose in any form which could identify the individual without the individual's knowledge of the specific use and the individual's specific authorization for such use.

FY26 ADSS Title III Confidential - For Staff Use Only 9/11/25

What services does the Senior Center Provide?

Direct Services -

Posted to individuals

Must be eligible Participants with an Enrollment Form on file

- **Congregate Meals (C1)**

- Must be an eligible participant
- Must be eaten in a group setting except:
 - When served to temporarily sick individual for up to 3 weeks
 - When served as "Grab and Go" due to inability to eat in public - must be approved by SARCOA

- **B Transportation**

- Transporting people
- Each trip is 1 unit
 - *Example: From home to Senior Center is 1 unit, from Senior Center to Walmart is 1 unit, from Walmart home is 1 unit*

- **Home-delivered meals (C2)**

- Must be an eligible participant
- Must be home bound and unable to attend the center

- **Home-delivered meal transportation**

- Each home delivery = 1 unit of home bound transportation

Who is eligible for direct services?

- People age 60 or older
- Spouse of eligible participant
- Individual with disability living with eligible participant
- Volunteer at mealtime

To receive a home-delivered meal, a person must be home bound and unable to prepare meals and have no one available to assist with meal preparation

People under the age of 60 must not displace persons over the age of 60

Meals not served are ineligible meals

- Meals ordered by the Senior Center must be served to eligible participants
- Any meals not served to eligible participants are ineligible for payment with Title III funds and the cost of the meal must be paid back to the Alabama Department of Senior Services (ADSS)
- These are reported on the Meal Ticket as “meals not served”
- **Guest Meals**
- Meals served to ineligible people
- Reported just like all other ineligible meals but the Senior Center can recoup the cost of the meal from the guest
- All efforts must be made to serve meals to eligible participants
- Guests cannot displace an eligible participant
- **The ineligible meal payment form can be found on www.sarcoa.org**

What services does the Senior Center Provide?

Aggregate Services -

Captured as an aggregate number

Persons not eligible for direct services can be captured in aggregates

- **Nutrition Education - C1**
 - Must be provided monthly
 - Handouts are mailed quarterly
 - Hang up each month's topic in the center
 - Add to monthly activity calendar
- **Nutrition Education - C2**
 - Must be passed out monthly
- **Health Promotion: Non Evidence Based (Recreation)**
 - *Examples: Exercise, health screening, games, arts & crafts, entertainment*
- **Information & Assistance**
 - Any activity that connects someone to a resource
 - Examples: signing up for energy assistance, brown bag, farmer's market vouchers, etc....
- **Outreach**
 - Any activity to recruit new members
- **Public Education**
 - Any education presentation or handout
- **Marketing**
 - Media - Newspaper, news, facebook

How to document direct services

- **Congregate Meals (C1)**

- Participants sign a daily sign-in sheet
- 1 hour before meal time, check sign-in sheet to ensure all participants have signed in and are present
- Indicate who received a meal on the Monthly Log Worksheet

- **B Transportation**

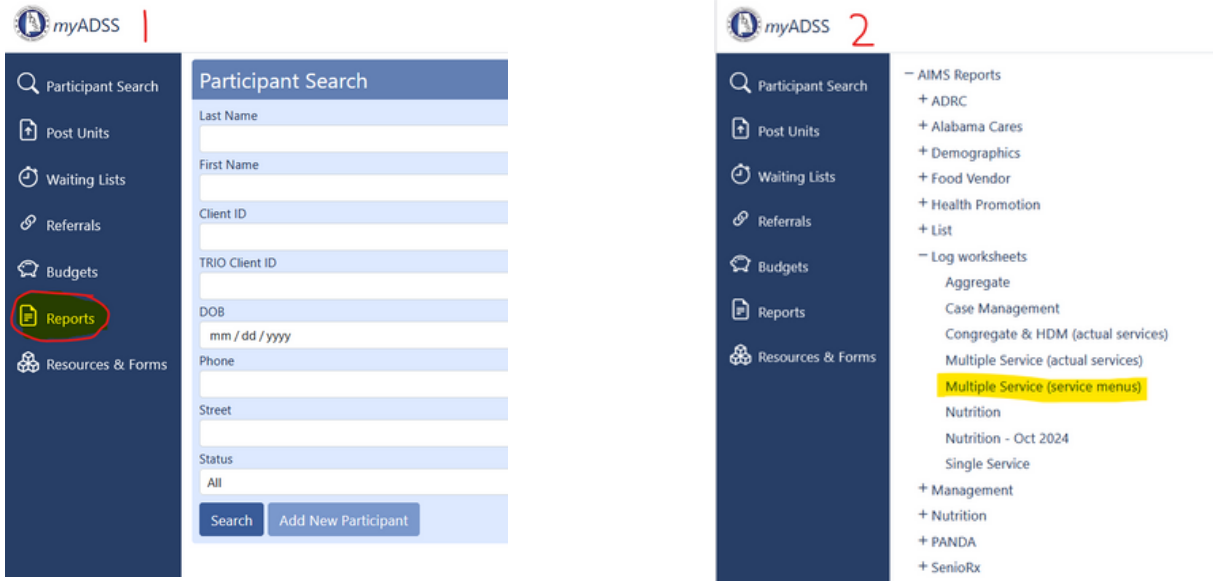
- Mark off how many transportation units each participant received each day on the Monthly Log Worksheet
- Sign-in sheets are only required for outings

- **Home Delivered Meals/C2 Transportation units (C2)**

- A daily list of who received C2 meals is required
- Sign-in sheets are not required at this time but the Senior Center can obtain signatures if they wish
- Indicate who received a C2 meal on the Monthly Log Worksheet

Monthly Log Worksheets – Direct Services

- A Monthly Log Worksheet can be printed from MyADSS or created by the Senior Center
- To print from MyADSS:
 - myadss.alabama.gov



Report Details

Report Name
Multiple Service (service menus)

Description
Multiple Service Log using all services contained in the service menus

Report Date *
10 / 01 / 2026

Selection Criteria

Contractor * 3
City of Abbeville

Provider 4
Abbeville Senior Center

Subunit 5
All

6 **View Report** Cancel Download Format PDF Excel Word **Download Report**

Report Date should be the first date of the month

City of Abbeville Abbeville Senior Center		Senior Center	07918101	AIMS MultiService-All Worksheet October 2026																																	
		Units	Typ	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Congregate Meals	Title 01 C1	1 meal																																			
Congregate Meals	Meal Stable	1 meal																																			
Transportation	Title 01 B	1 one-way trip																																			
Congregate Meals	Title 01 C1	1 meal																																			
Congregate Meals	Meal Stable	1 meal																																			
Transportation	Title 01 B	1 one-way trip																																			
Congregate Meals	Title 01 C1	1 meal																																			
Congregate Meals	Meal Stable	1 meal																																			
Transportation	Title 01 B	1 one-way trip																																			

Monthly Log Worksheets – Aggregates

- A Monthly Log Worksheet can be printed from MyADSS or created by the Senior Center
- To print from MyADSS:
 - myadss.alabama.gov

Report Details

Report Name
Aggregate

Description
Monthly Log Worksheet for collecting aggregate services

Report Date *
10/01/2026

Selection Criteria

Contractor * 3
City of Abbeville

Provider 4
Abbeville Senior Center

Subunit 5
All

6 **View Report** Cancel Download Format PDF Excel Word **Download Report**

Report Date should be the first date of the month

City of Abbeville Abbeville Senior Center		07/01/21 Senior Center		AIMS Aggregate Service Worksheet October 2026																																
Name	Trial			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Health Promotion- Non Evidence Based	Tide 00 B	Encls	Client																																	
Information and Assistance	Tide 00 B	Encls	Client																																	
Marketing	Tide 00 B	Encls	Client																																	
Nutrition Education	Tide 00 C1	Encls	Client																																	
Nutrition Education	Tide 00 C2	Encls	Client																																	
Other OAA Funded Services Public Education	Tide 00 B	Encls	Client																																	
Outreach	Tide 00 B	Encls	Client																																	

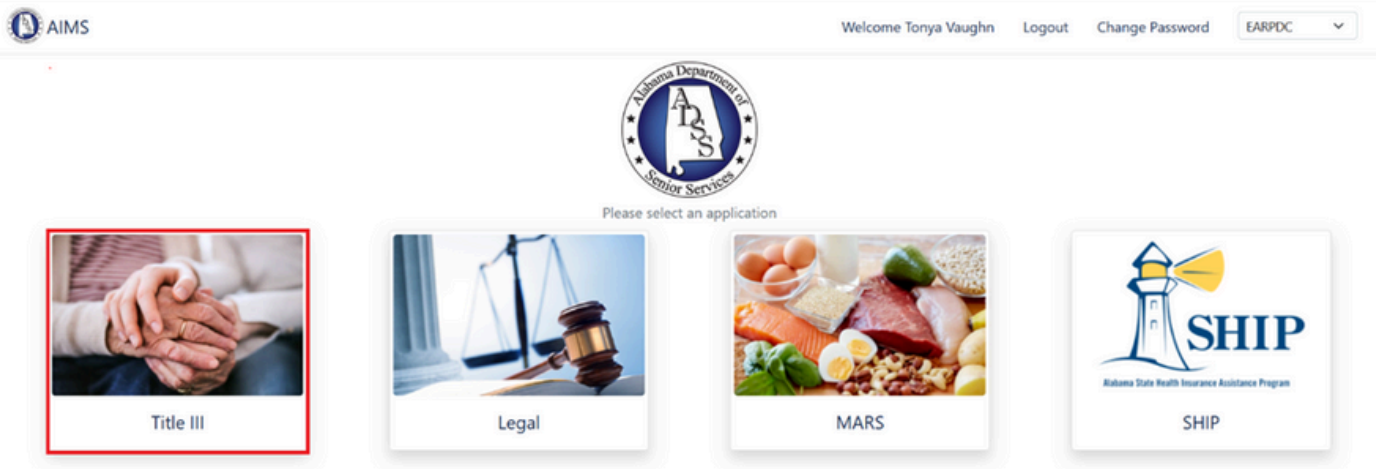
MyADSS User Guide

Login to myadss.alabama.gov

Username: _____

Password: _____

Click "Title III"



© 2024 - AIMS2

The Participant Search Screen will display



© 2024 - AIMS2

MyADSS User Guide

Use the menu on the left to navigate. You'll use "Participant Search" "Post Units" and "Reports"

The screenshot shows the MyADSS interface. On the left is a dark blue navigation menu with icons and labels for "Participant Search", "Post Units", "Waiting Lists", "Budgets", "Reports", and "Resources & Forms". The "Participant Search" and "Reports" items are highlighted with red boxes. The main content area is titled "Participant Search" and contains several input fields: "Last Name", "First Name", "Client ID", "TRIO Client ID", "DOB" (with a date picker icon), "Phone", "Street", and "Status" (a dropdown menu currently set to "Active"). At the bottom of the form are two buttons: "Search" and "Add New Participant".

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Participant Search

To search for a participant you can enter one of more search criteria to pull up their record

This screenshot shows the same "Participant Search" form, but with data entered into the "Last Name" and "First Name" fields. "vaughn" is entered in the "Last Name" field and "taylor" is entered in the "First Name" field. The "Search" button at the bottom left of the form is highlighted with a red box.

© 2024 - AIMS2

The Participant Search results will appear at the bottom of the screen. Click on the participant you want to edit or view

This screenshot shows the "Participant Search" form with the search results displayed at the bottom. The search criteria "vaughn" and "taylor" are still present in the "Last Name" and "First Name" fields. Below the form, a table displays the search results. The table has columns for "ClientID", "Name", "DOB", "Address", "City", "AAA", and "Status". One result is shown, highlighted with a red border: ClientID 0606059998, Name Vaughn, Taylor, DOB 06/06/2005, AAA EARPOC, and Status Active.

ClientID	Name	DOB	Address	City	AAA	Status
0606059998	Vaughn, Taylor	06/06/2005			EARPOC	Active

MyADSS User Guide

If your search returns no results, you can click "Add New Participant"

The screenshot shows the 'Participant Search' page in the MyADSS system. The top navigation bar includes the AIMS logo, the user name 'Welcome Tonya Vaughn', and links for 'Logout' and 'Change Password'. A dropdown menu shows 'EARPDC'. The left sidebar contains navigation options: Participant Search, Post Units, Waiting Lists, Budgets, Reports, and Resources & Forms. The main content area is titled 'Participant Search' and contains a form with the following fields: Last Name (Vaughn), First Name (Tina), Client ID, TRIO Client ID, DOB (mm / dd / yyyy), Phone, Street, Status (Active), and Active. At the bottom of the form, there are two buttons: 'Search' and 'Add New Participant', with the latter highlighted by a red box. Below the form, it states 'No records available'.

Enter the data in the fields and click "Submit." Required fields are denoted with a red asterisk. For Enrollment type select "Participant"

The screenshot shows the 'Add Participant' page in the MyADSS system. The top navigation bar is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled 'Add Participant' and contains a form with the following fields: Last Name * (Vaughn), First Name * (Tina), Middle Initial, DOB * (06 / 06 / 2005), SSN, Enrollment Type * (Participant), and Provider * (ACE All Stars (EARPDC - Alabama Cares)). At the bottom of the form, there is a 'Submit' button highlighted with a red box.

If the participant was entered as a new participant OR was already in MyADSS and their record was selected, you will be taken to the Demographics Page

The screenshot shows the 'Demographics' page for a participant named Taylor Vaughn (0606059998). The top navigation bar includes the AIMS logo, the user name 'Welcome Tonya Vaughn', and links for 'Logout' and 'Change Password'. A dropdown menu shows 'EARPDC'. The left sidebar contains navigation options: Participant Search, Post Units, Waiting Lists, Budgets, Reports, and Resources & Forms. The main content area is titled 'Participant Information' and contains a form with the following fields: Last Name * (Vaughn), First Name * (Taylor), MI, Client ID (0606059998), TRIO Client ID, SSN (111-11-1111), Medicaid No, DOB * (06 / 06 / 2005), Age (18), Gender * (--Please Select--), Race * (z. Unavailable), Ethnicity * (Not Hispanic or Latino), Primary Language (English), Language Other, Home Phone, Work Phone, Cell Phone, Email Address, Agency * (East Alabama Regional Planning and Development Commission (EARPDC)), and Default Provider * (East Alabama Regional Planning and Development - EARPDC - Medicaid Waiver).

MyADSS User Guide

To update participant demographics, enter data and click "Save Participant"

The screenshot shows the AIMS interface with a sidebar on the left containing navigation options: Participant Search, Post Units, Waiting Lists, Budgets, Reports, and Resources & Forms. The main content area is titled 'Physician Information' and includes fields for Name (Dr. Smith), Work Phone ((334) 123-4567), and Emergency Contact details. The Emergency Contact section includes Relationship (Spouse), Name (Ted Vaughn), Address (123 Lee Street), City (Montgomery), State (Alabama), Zip (36117), Home Phone ((334) 123-4568), Work Phone, and Cell Phone. At the bottom, there are three buttons: 'Save Participant' (highlighted in red), 'Delete Participant', and 'Merge Participant'.

If any validation errors occur, a message box will appear showing which required fields were missed. Correct and click "Save Participant"

The 'Validation Errors' message box contains the following list of errors:

- Gender is required.
- Residential Address is required.
- Residential Address City is required.
- Residential Address Zip is required.

A 'Close' button is located at the bottom of the message box.

To enroll the participant in the nutrition program, click "Enrollments"

The screenshot shows the AIMS interface with the 'Enrollments' tab selected in the top navigation bar. The participant name is Taylor Vaughn (0606059998).

To add a new enrollment, click "Add New Participant Enrollment" or click the copy new button

The first screenshot shows the 'Add New Participant Enrollment' button highlighted in red. The second screenshot shows the 'Copy New' button highlighted in red.

OR

The Participant Enrollment Form will display

The 'Participant Enrollment Form' displays the following fields:

- Date Enrolled: 01/11/2024
- Provider: --Please Select--
- Last Name: Vaughn
- First Name: Taylor
- MI: [Empty]
- Street Address: 123 Lee Street
- City: Montgomery
- State: Alabama
- Zip: 36117
- County: Montgomery
- Mailing Address (if different): [Empty]
- Home Phone: [Empty]
- Other Phone: [Empty]
- Email Address: [Empty]

MyADSS User Guide

Enter the information that was collected on the paper copy of the Participant Enrollment Form
When the form is completed click "Submit"

AIMS Welcome Tonya Vaughn Logout Change Password EARPCD

0 Nutrition Risk Score of 6 or greater suggests High Nutrition Risk.

Do you want a referral to a Registered Dietitian Nutritionist for Nutrition Counseling? *

No

NUTRITION STAFF

1) Approved Congregate Meals:

- Hot Meals
- Frozen
- Liquid Meal Replacement
- Shelf Stable

2) Approved Home-Delivered Meals:

- Hot Meals
- Frozen Meals (pick up at center)
- Frozen Meals (participant delivery by vendor)
- Shelf Stable
- Breakfast
- Liquid Meal Replacement (pick up at center)
- Liquid Meal Replacement (participant delivery by vendor)

3) To be approved for liquid meal replacement, are all requirements met, and does the Agency have a doctor's order on file?

--Please Select--

4) If this participant is eligible for Title III-C Nutrition Services, identify why:

--Please Select--

Submit Cancel

Post Units

Click the "Post Units" button on the left-hand menu

myADSS Welcome Hayden Byrd Logout Change Password SARCOA

Unit Entry Service Total/Post Posted Services Review Indirect Units

Service units must be saved before changing to a new page or selecting a different page size on the grid or the service units entered will be lost.

Add Client to Collection

Services

Post Date * 08 / 31 / 2025

Post Units By Day Post Units By Week

Contractor * City of Abbeville

Provider * Abbeville Senior Center

Sub Unit * Senior Center

Logs * CENTER

Service

Client	Name	Posting	Units *	Reason
--------	------	---------	---------	--------

The Post Date will always be the last day of the month
Select your contractor, Provider, Sub Unit, and Logs

myADSS Welcome Hayden Byrd Logout Change Password SARCOA

Unit Entry Service Total/Post Posted Services Review Indirect Units

Service units must be saved before changing to a new page or selecting a different page size on the grid or the service units entered will be lost.

Add Client to Collection

Services

Post Date * 12 / 31 / 2024

Post Units By Day Post Units By Week

Contractor * City of Abbeville

Provider * Abbeville Senior Center

Sub Unit * Senior Center

Logs * CENTER

Client	Name	Posting	Units *	Reason
		Congregate Meals	0	Title III C1
		Congregate Meals Shelf Stable	0	Title III C1
		Transportation	0	Title III B
		Congregate Meals	0	Title III C1
		Congregate Meals Shelf Stable	0	Title III C1

MyADSS User Guide

Enter units into the white boxes using the Monthly Log Worksheets

Client	Name	Posting	Units *	Reason
071000007	Abbeville Senior Center	Congregate Meals	<input type="text" value="0"/>	Title III C1
		Congregate Meals	<input type="text" value="0"/>	Title III C1
		Transportation	<input type="text" value="0"/>	Title III B
101000000	Abbeville Senior Center	Congregate Meals	<input type="text" value="0"/>	Title III C1
		Congregate Meals	<input type="text" value="0"/>	Title III C1
		Transportation	<input type="text" value="0"/>	Title III B
091000000	Abbeville Senior Center	Congregate Meals	<input type="text" value="0"/>	Title III C1
		Congregate Meals	<input type="text" value="0"/>	Title III C1
		Transportation	<input type="text" value="0"/>	Title III B

After units are entered, click "Save Data" at the bottom of the screen

View Sub Unit Totals **Save Data** Save was successful.

After saving, units will move to the grey boxes or the "holding area"
 These units have been saved but not yet posted. You can still make any changes

Posting	Units *	Reason
Congregate Meals	<input type="text" value="12"/>	Title III C1
Congregate Meals	<input type="text" value="0"/>	Title III C1
Transportation	<input type="text" value="24"/>	Title III B
Congregate Meals	<input type="text" value="6"/>	Title III C1
Congregate Meals	<input type="text" value="0"/>	Title III C1
Transportation	<input type="text" value="0"/>	Title III B
Congregate Meals	<input type="text" value="0"/>	Title III C1
Congregate Meals	<input type="text" value="17"/>	Title III C1
Transportation	<input type="text" value="0"/>	Title III B
Congregate Meals	<input type="text" value="0"/>	Title III C1

After saving, units will move to the grey boxes or the "holding area"
 These units have been saved but not yet posted. You can still make any changes

Once all units are entered and saved in the "holding area" click "Service Total/Post" at the top

From this screen you can review all units in the "holding area" and compare that with your Monthly Log Worksheets. If corrections are needed, pull back up the log and make any corrections

If no corrections are needed, select all services and click "Post Selected"
 The units have now been sent to SARCOA and you are done!

Unit Entry **Service Total/Post** Posted Services Review Indirect Units

Service Total/Post Show All Services

Provider	Sub Unit	Service	SubService	Fund	Service Date	Units	
Abbeville Senior Center	HB Meals	Home Delivered Meals		Title III C2	09/30/2025	25	<input checked="" type="checkbox"/>
Abbeville Senior Center	HB Meals	Home Delivered Meals	Transportation - meal delivery	Title III C2	09/30/2025	25	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Congregate Meals		Title III C1	09/30/2025	35	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Health Promotion: Non Evidence-Based		Title III B	09/30/2025	245	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Information and Assistance		Title III B	09/30/2025	21	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Marketing		Title III B	09/30/2025	1	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Nutrition Education		Title III C1	09/30/2025	1	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Nutrition Education		Title III C2	09/30/2025	25	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Other OAA Funded Services	Public Education	Title III B	09/30/2025	27	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Outreach		Title III B	09/30/2025	27	<input checked="" type="checkbox"/>
Abbeville Senior Center	Senior Center	Transportation		Title III B	09/30/2025	24	<input checked="" type="checkbox"/>

Post Selected

Weekly Time Reports

Due the Wednesday of the following week

Can be emailed to Judy.Guiler@sarcoa.org or snail mailed

Blank Time Reports and full instructions can be found on sarcoa.org

The purpose of the time reports is to allocate the cost of operations for each center to the units of services the center provides

Includes any time spent doing each services, no matter who did it

Does NOT include transportation time

Time should be reported in 15-minute increments

15 minutes = .25

30 minutes = .5

45 minutes = .75

1 hour = 1

SENIOR CENTER		WEEK OF						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
DATE:								
Congregate Meals (meals=units)	# Meals							-
	Time Spent							-
Home Delivered Meals (meals=units)	# Meals							-
	Time Spent							-
*Time spent on meals includes receiving the meals, preparing the meals, serving the meals, and cleaning up after the meals. Please note that meal delivery (transportation) should not be included since transportation time is excluded from unit cost reporting.								
PREPARED BY:					DATE:			
VERIFIED BY:					DATE:			

SENIOR CENTER		WEEK OF						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
DATE:								
Health Promotion: (clients=units)	# Clients							-
	Non-Evidence Based							-
	Recreation							-
Information & Assistance (clients=units)	# Clients							-
	Time Spent							-
Marketing (activities=units)	Est audience (clients)							-
	# Activities							-
	Time Spent							-
Nutrition Education C1 (sessions=units)	# Clients							-
	# Sessions							-
	Time Spent							-
Nutrition Education C2 (sessions=units)	# Clients							-
	# Sessions							-
	Time Spent							-
Public Education (clients=units)	# Clients							-
	Time Spent							-
Outreach (clients=units)	# Clients							-
	Time Spent							-
PREPARED BY:					DATE:			
VERIFIED BY:					DATE:			

Deadlines

- Daily:
 - Utilize and update Nutrition Roster and Alternate list as needed
 - Notify SARCOA if you will be absent for 1 working day or more
- Weekly:
 - Mail Meal Tickets on Fridays.
 - Time Reports by the Wednesday of the following week
- Monthly:
 - MyADSS report due by the 5th of the following month
 - Activity Calendars are due on the 1st
 - Mark off who received meals and transportation on the Monthly Log Worksheet
 - Request Meal Changes by email at least 2 weeks prior
- Annually:
 - Update Participant Enrollment Forms
 - Associate Directors Form by October 1st
 - Advisory Council Representative form by October 1st
 - Outreach Plan by November 1st

Other topics...

- Check emails daily. Maintain good communication with SARCOA
- Notify SARCOA if you will be absent for one working day or more
- Item Delivery Ticket (AKA Meal Ticket)
 - Mail on Fridays. Include Request for Reimbursement with Receipt if foods were replaced. Include Ineligible Meal Form if meals were not served
- Consult Serving Guide Daily. Use proper utensils and serve level scoops.
- Keep one week of back up supplies on hand. Order supplies from TRIO
- If meals need to be canceled for an event, notify SARCOA at least 2 weeks in advance.
 - Home bound individuals cannot miss a serving day. Home bound picnic meals can be delivered to cover a serving day. Picnic meals cannot be ordered on a Monday or the day following a non-serving day.
- Appoint a trained individual to be in charge while you are out. The center shall be staff during the posted Hours of Operation unless attending an outing. Hang a sign on the door if attending an outing.
- No solicitation allowed at the center. Politicians can speak but must be advertised 2 weeks in advance and cannot speak during meal time.
- Appoint an Advisory Council Representative to represent your center
- Attend all trainings and meetings
- Perform Outreach activities outside of meal service to promote your center
- Know how to find forms on sarcoa.org (Resources, Contractor Connection, Title III)
- Review the Elderly Nutrition Manual for training on meal service



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Meet the Team

Nutrition Team



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Finance Team



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