

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: City of Vineland COUNTY: Cumberland

RECIPIENT: County of Cumberland COUNTY: Cumberland

**BRIEF DESCRIPTION OF SERVICE:**

Cumberland Co. Office on Aging & Disabled provide home delivered meals daily (Monday through Friday) through the Meals on Wheels Program to senior citizens (residents of Vineland) who are unable prepare or procure meals.

EFFECTIVE DATE: January 1, 2014

EXPIRATION DATE: December 31, 2014

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

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Date  
3/14/14

Date  
3/14/14

Date  
5-2-14

Date  
4/30/14

Name: Christina A. Scarpa  
Title: Deputy City Clerk  
*Christina A. Scarpa*

Name: Ruben Bermudez  
Title: Mayor  
*Ruben Bermudez*

CITY OF VINELAND  
Ken McCouch, Clerk to the Board  
Cumberland County Board of Chosen Freeholders  
*Ken McCouch*

Joseph Derella, Director  
Cumberland County Board of Chosen Freeholders  
*Joseph Derella*

COUNTY OF CUMBERLAND

signatures.

In witness whereof, the parties hereto have executed this agreement by affixing their

these meals is attached.

December 31, 2014. The Scope of Services for the Meals on Wheels Program which will deliver who are unable to prepare or procure meals. This agreement covers the period January 1, 2014 to daily (Monday through Friday) through the Meals on Wheels Program to residents of Vineland \$8,400.00 for which the Office on Aging agrees to provide approximately sixty-five (65) meals whereby the City of Vineland awards the Cumberland County Office on Aging & Disabled The City of Vineland hereby enters into an agreement with the County of Cumberland,

VINELAND SHARED SERVICES AGREEMENT

CUMBERLAND COUNTY OFFICE ON AGING & DISABLED

RECEIVED  
SEP 16 2014  
CITY OF VINELAND  
BUSINESS ADMIN.

## CUMBERLAND COUNTY OFFICE ON AGING & DISABLED

### SCOPE OF SERVICES

- I. Grantee: Cumberland County Office on Aging & Disabled  
790 E. Commerce Street  
Bridgeton, N.J. 08302
- II. Project Title: Cumberland County Meals on Wheels
- III. Project Office: 800 E. Commerce Street  
Bridgeton, N.J. 08302  
(856) 453-2159
- IV. Hours of Operation: 8:30 a.m. - 4:30 p.m., Monday through Friday
- V. Service Area: Cumberland County
- VI. Eligible Population: County residents, age 60+.
- VII. Population to be Served: 360 clients

### OBJECTIVES:

1. To provide home delivered nutritious, hot meals to persons who are not able to prepare or procure a hot, nutritious meal in their homes.
2. To provide for special needs of elderly through the preparation and delivery of special diet meals as required.
3. To provide a service which fosters the ability of the client to maintain independence within his or her household.
4. To satisfy the service needs of low income minority individuals.
5. To make referrals to other services as required.

### VIII. Activities to be Implemented:

1. In total, the program will deliver 39,840 nutritious meals to 360 unduplicated clients in Cumberland County on a five-day per week basis.
2. Meals Service: Meals will be prepared by a caterer, to be delivered in bulk at the following sites:
  - a. Vineland Congregate Nutrition Site  
Tarkiln Acres, 191 Chestnut Avenue, Vineland

**CUMBERLAND COUNTY OFFICE ON AGING & DISABLED**

- b. Millville Congregate Nutrition Site  
High Rise East, 130 So. Second Street, Millville
  - c. Bridgeton Congregate Nutrition Site  
Bridgeton Mult-Purpose Center, Burt Street & Babe Ruth Road, Bridgeton
3. To satisfy the service needs of low income minority individuals, the Meals on Wheels Program will be contacting local community agencies requesting references targeting the low income minority population. Telephone contact will be followed up on a regular basis and flyers in both English and Spanish will be mailed to those agencies.

In addition to the above, the Meals on Wheels staff will work closely with Casa PRAC, Tri-County Community Action Partnership, the city housing authority, and other social service agencies in obtaining referrals.

Meals will be apportioned and packaged for delivery at each of the above sites, under the supervision of nutrition site managers. Service delivery routes will be generated from each of these sites. One meal per day per client will be delivered. Each meal will provide a minimum of 1/3 of the daily recommended dietary allowances as established by the Food and Nutrition Board of the National Academy of Science, National Research Council. Menus will be planned in advance of service, certified in writing by the Dietician/Nutritionist whose services are utilized by the project. Menus will be submitted to the State Division of Senior Affairs for review as required.

- 4. Meals will be delivered by senior citizen program aides.
- 5. Uniform client intake procedure will be established.
- 6. Clients will be evaluated periodically to establish need and service priorities.
- 7. Nutrition assessments will be conducted for clients who have need for diet counseling and monitoring by the project Nutritionist.
- 8. Reports and records will be completed as required and maintained by the project office.
- 9. Standard Assurances:
  - a. All State and local health department requirements under Chapter 12, State Sanitary Code, N.J.A.C. 8:24 will be met.
  - b. The program will be carried out in accordance with all standards applicable to nutrition programs operated under Title III-C-2 of the Older Americans Act, including nutritional standards that all meals met 1/3 of the current

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recommended daily allowance, National Research Council, National Academy of Science.

10. Contributions: The project shall provide each client with an opportunity to contribute to the cost of this service. No older person will be denied service because of inability or unwillingness to make contribution. All contributions shall be used to expand project services. Appropriate procedures will be established to safeguard and account for all contributions.
  11. On a regular basis, all clients will be given opportunity to complete evaluation of service received.
  12. The project will make every attempt to provide services to low income and minority individuals at least in proportion to the number of low income and minority older persons in the service area.
  13. Referrals for other services will be made to assist clients in taking advantage of benefits under other programs.
  14. All requests for service shall be recorded and those seniors who cannot be served shall be given opportunity to have access to service by being placed on a waiting list for services.
  15. Criteria for selection of clients to be served shall be established by the agency and utilized to ensure service to those most in need of service. An initial intake form will be completed for all potential clients and include information needed to determine service selection priorities.
  16. Client records shall be maintained for three years after final action or death of client. Documentation of reasons for termination shall be included in client records.
- IX. Personnel: Project staff will include project director, office clerk, and seven senior citizen program aides (job descriptions on file.)
- X. Timetable of Activities: Ongoing project implementation, monitoring evaluation.
- For project operations from January 1, 2014 to December 31, 2014.
- XI. Extent of Agreement: This agreement represents the entire agreement between the County and the City of Vineland and supersedes all prior negotiations, representations or agreements, either written or oral for this project.