

## **MANDATORY COA REPORTING REQUIREMENTS**

**Staff Changes = Notify us immediately of major staff changes:**

- Director
- In Home Services Coordinator
- Site Manager
- Cooks
- RN (must send a copy of annual license renewal)

**Site Information = Send any updates/revisions as soon as they occur for the following:**

- hours of operation
- days/times meals are served
- Board meeting day/time
- Site Agreements
- Personnel Policies
- Job Descriptions
- By-Laws
- County Millage
- Policies and Procedures

**Annual Updates = Send annual revisions to:**

- County Board of Directors (10 days after annual election)
- Site Agreements

**Site Closures = The AAA must be notified immediately if a meal site is closed due to weather, power outage, water damage, disaster, etc. The AAA must also be notified in writing, with COA board approval, of any intent to close, relocate or open a new site 60 days prior to the intended date. Include rationale. The AAA will review the request, notify OSA and send written notice of approval or denial to the COA. If approved, the participants must be notified 30 days prior to closure. Refer to Region 9 AAA Policy #9.**

**Meal Donation Rates = Must poll the seniors for their input, have COA board action and notify the AAA. Refer to Region 9 AAA Policy #5.**

**Trainings = You must provide two staff trainings each year. Notify the AAA 10 days after the training. Include topic and number in attendance.**

**Fire Inspections = Must be conducted by a fire official once every 3 years. If one is unavailable a letter indicating so must be included with your self-inspection.**