

Senior Center Site Approval Checklist
Division of Aging Services

Date of Site Visit: _____

Staff Conducting Review: _____

AAA Staff: _____

Site Staff: _____

Site Name: _____

Site Address & County: _____

910 KAR 1:220 Section 8 Center and Nutrition Site Operation. The division shall set minimum requirements for the types of services sites. Title III-B and Title III-C services shall be funded at a site only if the site has been approved by the division. A site shall not become operational until an on-site visit by the office has been completed and express approval given by the division, except for emergency situations.

Directions: For existing centers that are relocating fill out section I. For new center complete Section I and the section that describes the site services to be provided.

I. Senior Center and Nutrition Site Building Requirements

	YES	NO
1. Does the center provide services that comply with the standard service definitions as governed by 910 KAR 1:170, Support services for the elderly	—	—
2. Prior to approval of any Title III-B or III-C, it shall be inspected by the following:		
a. Local health department for compliance with applicable health codes.	—	—
b. Local fire department for compliance with fire and building safety codes; and	—	—
c. Division shall conduct on-site visits for compliance with Section 307(a)(8) of the Older Americans Act.		
1. Sites shall be located as near as possible to the target group of individuals.	—	—
2. Sites shall be clearly identified to the public with a sign.	—	—
3. Location of the facility.	—	—
3. The following factors shall be given consideration in choosing a site:		
a. Demographic information and projections;	—	—
b. Accessibility to the maximum number of people who are socially or economically deprived;	—	—

	YES	NO
c. Proximity to other services and facilities;	—	—
d. Convenience to public or private transportation or location within comfortable walking distance for participants;	—	—
e. Free of structural barriers or difficult terrain; and	—	—
f. Safety and security of participants and staff.	—	—
4. Center takes necessary actions to create for handicapped older people barrier-free access and movement within the facility in conformance with the requirements of Section 504 of the Rehabilitation Act of 1973	—	—
a. Do steps have handrails?	—	—
b. Are ramps available?	—	—
c. Are tables and chairs spaced to provide easy movement with adequate space for walkers, crutches, and wheelchairs?	—	—
d. Are restrooms properly equipped for handicap persons?	—	—
5. Arrangements shall be made for security of facility equipment, furniture and files.	—	—
6. If appropriate, the facility shall make arrangements to offer activities and services at other locations in its service area.	—	—
7. If feasible, the location shall be a place the people in the service area feel free to attend and participate.	—	—
8. Safety requirements of local, state and federal laws shall be met.		

	YES	NO
a. The center is free of physical hazards	—	—
b. Signs shall be visible for exits, entrances, and other areas of importance.	—	—
c. Bathrooms and kitchens shall include safety features appropriate to their special uses.	—	—
d. Procedures for fire safety shall be adopted, including fire drills, inspection, and maintenance of fire extinguishers, periodic inspection and training by fire department personnel.	—	—
e. Procedures for disaster other than fire shall be developed and posted.	—	—
f. The facility is properly maintained and repaired as appropriate.	—	—

II. Nutrition Site

1. The nutrition site has at least one (1) staff (paid or volunteer) present at the site during hours of operation?	—	—
2. Minimum services which shall be available at a nutrition site are:		
a. At least one hot meal provided two or more days a week.	—	—
b. Arrangements for outreach services are in place.	—	—
c. Information and referral services are available.	—	—
d. Nutrition education is available.	—	—

YES NO

III. Senior Service Site

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|----|---|---|---|
| 1. | The senior site has at least one (1) staff (paid or volunteer) present at the site during hours of operation? | — | — |
| 2. | Services are provided on a regularly scheduled basis, and are in operation two (2) or more days per week | — | — |
| 3. | The total number of participants to be serviced is adequate to justify the cost of operating the site. | — | — |
| 4. | Minimum services provided at site: | | |
| | a. Outreach activities, in addition to one or more services; | — | — |
| | b. Are congregate meals provided at this site (they should not serve meals); and | — | — |
| | c. Information and referral shall be available through the senior service site. | — | — |

IV. Senior Center Requirements

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|----|--|---|---|
| 1. | Senior center has an individual, either paid or volunteer who is responsible for the administration of the center. At least one staff person shall be present at the site during hours of operation. (the responsible person can not be a Title V participant) | — | — |
| 2. | Senior center is open at least four (4) hours a day, three (3) or more days per week. | — | — |
| 3. | The total number of participants to be served is adequate to justify the cost of operating this center. | — | — |
| 4. | Minimum services which shall be available at the center: | | |
| | a. Services which are available at a nutrition site, with emphasis on outreach activities; and | — | — |
| | b. At least one additional supportive service shall be provided at this center. | — | — |

	YES	NO
V. Multipurpose Senior Citizens Center		
1. Multipurpose senior center has a full-time center director and an adequate number of qualified staff to administer the center and provide quality services.	—	—
2. The multipurpose senior center is open at least six (6) hours per day and five (5) days per week.	—	—
3. The total number of participants served is adequate to justify the cost of operating the center.	—	—
4. Minimum services available at the multipurpose senior citizens center:		
a. The services that are available at a nutrition site with emphasis on mandated outreach services.	—	—
b. At least one (1) component service is provided in each of the following categories:		
1) Access services which includes transportation, outreach and information and referral	—	—
2) In-home services which includes homemaker, home health aide, telephone, visiting reassurance and chore maintenance;	—	—
3) Other services, which may be provided, include services to residents of care-providing facilities, health-related services, volunteer activities, placement, individual and group activities and other services as defined by the Division standard service definitions.	—	—

		YES	NO
VI. Food Service			
1.	Food Service Establishment Permit on site Expiration Date: _____	—	—
	If no: _____		
	Will meals be prepared/served at this site?	—	—
	Are dishes washed on site?	—	—
2.	Health Department Inspection _____ NA	—	—
	Inspection Date _____ Score _____		
3.	Clean and good repair:		
	Walls	—	—
	Doors	—	—
	Ceilings	—	—
	Windows	—	—
	Lighting	—	—
	Floors	—	—
4.	Refrigerator _____ Freezer _____ Temperature: _____ Temperature: _____		
5.	List Equipment used for Food Preparation: _____ _____		
6.	List Equipment used for Heat Retention: _____		

7. List Equipment used to Maintain Temperatures below 45°

8. Describe Foodservice Process (as applicable):

a. Food Preparation:

b. Food Transportation:

c. Meal Service:

d. Ice Dispensing

e. Clean Up

9. Comments
