

# GUIDELINES FOR THE PROVISION OF HOME DELIVERED AND CENTRE BASED MEALS IN THE HOME AND COMMUNITY CARE PROGRAM (HACC) IN WESTERN AUSTRALIA

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Department of  
**Health**



*home and community care*

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM  
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

## **PURPOSE**

To clarify the Western Australian (WA) HACC Program's subsidy payments for meals delivered to a client's home or centre and requirements for funding and reporting of meals provided as part of Centre Based Day Care service.

## **DEFINITION OF DELIVERED MEALS**

“Delivered meal service means a service for the provision, wholly or mainly for aged persons or invalid persons or both, of meals that are delivered from the place at which they are prepared to the homes of the persons for whom they are intended or to other places at which it is convenient for those persons to consume them” (from the Delivered Meals Subsidy Act 1970)

## **BACKGROUND**

Meals provided by the HACC Program should be provided to a client at full cost recovery whether provided in the home, centre or as part of Centre Based Day Care. The subsidy from the HACC Program assists with cost associated with the delivery of the meal and is not to offset meal production costs. HACC clients have been and will continue to be expected to cover the cost of the actual meals that are provided to them.

Following a review in 2004/05, the subsidy to Meals on Wheels (MOW) agencies increased from \$1.20 (set in 1992/93) to \$1.50 per meal to keep pace with inflation and other costs. In 2007 another review was conducted to examine the large subsidy variations that existed across WA. As a result, these guidelines were developed to ensure equity across the state incorporating adjustments for distance and isolation factors.

## **GUIDELINES FOR DELIVERED MEALS SUBSIDY**

Given the premise that meals are an everyday cost of living, all HACC agencies delivering meals to HACC eligible clients are paid a subsidy to support the delivery functions. In some rural and remote agencies a different subsidy will be payable to offset higher production costs and ensure that the cost of the meal to the client is consistent with the metropolitan area.

The meals subsidy will only be paid for HACC eligible clients that have a completed HACC Needs Identification (HNI) and these meals should be reported to the National Data Repository (NDR) in line with the HACC Minimum Data Set (MDS) requirements.

MOW agencies may choose to provide meals at full cost recovery to non-HACC eligible clients. These meals will not receive a subsidy and should not be reported on the MDS.

#### Indexation

From 2008/2009, the subsidy for the delivery of a meal will be indexed annually in line with funding for other HACC service types. Indexation is calculated by the Commonwealth Department of Health and Ageing.

#### Reconciliation

Subsidies will continue to be paid at the standard quarterly intervals. Similarly the annual reconciliation between funding and actual meals delivered will be required to be submitted by the HACC agency immediately after 30 June. Where this shows an overpayment in the previous year, the amount will be deducted from the next quarterly payment. Multi-purpose services (MPS) are excluded from this.

#### Rural and remote agencies

Agencies in rural and remote regions may receive additional subsidies based on distance and isolation factors. To ensure consistency is maintained with like regions, clients in rural and remote regions should pay a similar amount for a meal to clients in the metropolitan area. Currently clients in the metro region pay between \$4.50 - \$7.50 for a meal.

The subsidy categories are as follows:

- *Metropolitan and major rural.* Agencies in the metropolitan region will all receive \$1.70 subsidy for delivery.
- *Rural.* Agencies in some rural areas will receive a subsidy of \$5.00 per meal (inclusive of the \$1.70 subsidy).
- *Remote.* Agencies in remote areas will receive a subsidy of \$8.00 per meal (inclusive of the \$1.70 subsidy).

#### **TIMELINE**

Whilst there maybe some transition arrangements for some agencies, all agencies will be contracted on agreed subsidies by the 1<sup>st</sup> July 2008

## CONTRACTING AND REPORTING GUIDELINES

### Centre Based Day Care - meals

If meals are provided as part of a Centre Based Day Care Program they should be provided at full cost recovery to the client. They should **not** be incorporated in the contract and should **not** be reported to the NDR through the HACC MDS. The Service Specification Schedule (SSS) should **not** identify these meals.

### Meals delivered to a centre

The SSS for the organisation funded to deliver the meals should identify the volume of 'meals-centre' and the subsidy. All Meals are required to be reported to the NDR through the HACC MDS as 'meals - centre', by the organisation funded to deliver the meals.

Meals delivered to a centre are those traditionally provided in Senior Citizens Centres or similar and should only attract the MOW delivery subsidy payment for meals provided to HACC eligible clients.

### Meals delivered to a home

The SSS should identify the volume of meals-home and the subsidy. All meals should be reported to the NDR as 'meals -home' in line with the HACC MDS requirements.

### WEBSITE

WA Department of Health (WA HACC)

<http://www.health.wa.gov.au/hacc>