



Riverside County Office on Aging
CONGREGATE MEALS – INTAKE FORM
INSTRUCTIONS



This Congregate intake form should be completed in person at the congregate site where applicant intends to eat.

- All questions with an asterisk are required.
- All questions marked with an asterisk shall be keyed into the Q (CareAccess) database.
- All entries provided for Race, Ethnicity, Gender, Sex, Sexual Identity and Living Status reflect Q-System format. This information is used for statistical reports at State and Federal levels.
- Nutritional Risk Status is based on national Nutrition Screening Initiative Checklist, which is a standard set of nutrition questions used by senior nutrition agencies nationwide.
- General Assessment questions are utilized to determine if there is a need for additional nutritional services or referrals.

Note: Signature block at bottom of Congregate application is used to identify the applicant and to allow them to acknowledge that all information they enter on the form will be kept confidential. If the applicant declines to sign, they may print their name, initial, or leave blank.

Congregate Intake Form must be updated on the anniversary month of the client.

If client has not received a Congregate Meal within 120 days, place client in inactive status in the Q System. If client returns they must fill out a new intake form. Activate client from inactive status and edit file, as necessary.