



# BEST PRACTICES FOR NUTRITION, FOOD SERVICE & DINING IN LTC

## OSNAC MENU EVALUATION & APPROVAL COVER LETTER FOR LTC – JULY 2022

<b>SUBJECT: Menu Evaluation &amp; Approval Cover Letter</b>	<b>Revised: 2022-07-11</b>
<b>Source: OSNAC/FNAT</b>	
<p>This is a sample template for a cover letter outlining the evaluation and approval process for the menu provided in your home.</p> <p>It is based on the revised Menu Planning Regulations (ONTARIO REGULATION 246/22 made under the FIXING LONG-TERM CARE ACT, 2021 - Made: March 31, 2022, Section 77 into force July 11, 2022)</p>	

**Menu Reviewed:** NAME OF MENU

**Date:**

The NAME OF MENU was created in SOFTWARE USED for use at XX Home(s). The menu was reviewed in detail by the food service team and the NUTRITION MANAGER. The nutrient analysis was generated by SOFTWARE USED and reviewed in detail. The Residents will be able to meet their basic nutritional needs if they consume the food and fluids offered on this menu.

The menu has been reviewed in detail by XX Registered Dietitian for the Home(s).

Menus are always subject to error, but mechanisms are in place to correct concerns and to ensure that the preferences of the Residents in each Home have been addressed. It is recommended that changes made be of “like items” to ensure Residents core nutritional needs are being met. Temporary menu changes are allowed at the Home level, but permanent menu changes must be submitted to the REGISTERED DIETITIAN for final approval.

Upon review, the menu meets the following MLTC regulations (ONTARIO REGULATION 246/22 made under the FIXING LONG-TERM CARE ACT, 2021:

- is a minimum of 21 days in duration
- including 3 meals per day, a between-meal beverage in the morning and afternoon and a beverage in the evening after dinner; and a snack in the afternoon and evening
- includes menus for regular, therapeutic and texture modified diets for both meals and snacks
- includes a choice of beverages at all meals and snacks
- includes a minimum of one entrée and side dish at all three meals and dessert at lunch and dinner
- includes a choice of other available entrées and side dishes at all three meals and a choice of other desserts at lunch and dinner, to meet residents’ specific needs or food preferences
- includes a choice of snacks in the afternoon and evening
- provides for a variety of foods every day, including fresh produce and local foods in season
- is reviewed by the Residents’ Council for the home



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- is evaluated by the nutrition manager and registered dietitian
- is approved for nutritional adequacy by a registered dietitian
- meets the current Dietary Reference Intakes (DRIs) relevant to the resident population
- ensures that an individualized menu is developed for each resident whose needs cannot be met through the home's menu cycle
- ensures that meals and snacks are served at times agreed upon by the Residents' Council and the Administrator or the Administrator's designate
- ensures that food and beverages, including water, that are appropriate for the residents' diets are accessible to staff and available to residents on a 24-hour basis

Please attach a copy of this letter to the Menu Approval Tool that is to be signed by both the Nutrition Manager and the Registered.

Thank you for this opportunity to review the **NAME OF THE MENU**.

**XX Registered Dietitian**  
**Contact Information**  
**NAME OF HOME**

[Download Menu Evaluation & Approval Cover Letter for LTC Template](#)