



**Forest County Office on Aging  
Policies and Procedures**

Policy Title	Eligibility for Home Delivered Meals		Approved
Policy #		Effective:	04/16/2016
Training Required:	yes	Revised:	
Date of Review:	03/24/17	Next Review Date:	

**PURPOSE:**

To outline home delivered meal eligibility requirements and the process for starting a consumer on homebound meals.

**POLICY:**

The following criteria must be met to qualify for Homebound Meals:

1. Age 60 or older who is frail and essentially homebound by reason of illness, disability, or isolation, for which an assessment concludes that participation is in the individual’s best interest (Adults under age 60 and legally disabled may qualify with an approved waiver if funding is available).
2. A spouse of a person eligible for a homebound meal, as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
3. A disabled individual who resides at home with an eligible individual.
4. The individual must be unable to leave his or her home under normal circumstances (flexibility is allowed for medical appointments and occasional personal reasons such as hair care or church services that are important to the individual’s quality of life).
5. The person must be unable to participate in the congregate meals program because of physical or emotional problems.
6. There is no spouse or other adult living in the same house or building willing to prepare all meals.
7. The special dietary needs of the individual can be met by meals available.
8. The individual is able to feed himself or herself or have someone available to assist with dining.
9. The individual is unable, physically or emotionally, to obtain food and prepare adequate meals.
10. The individual agrees to be home when meals are delivered or contact the site manager or Aging Director when absence is unavoidable.
11. The individual must not reside in a facility where a meal program is already available to the residents i.e. assisted living, independent apartments where meals are available for purchase, etc.
12. Individuals who receive assistance from programs such as COPS Waiver are eligible for Home Delivered Meals for the full cost of the meal and should work with their Social Worker to include Home Delivered Meals on their care plan.

**DEFINITIONS:**

None

Review Committee: Includes the Office n Aging Director and the Home Delivered Assessment Coordinator. They are responsible for reviewing consumer requests related to the home delivered meal program.

**PROCEDURE:**

1. A completed Home Delivered Meal application must be completed and submitted to the Aging Department within 4 weeks of starting meals.
2. If a request for meals is received for someone under 60 years old, a home visit is mandatory. The Home Delivered Meal Coordinator will complete a Home Delivered Meal Assessment to determine whether or not the applicant meets the guidelines. The Aging Director will apply for a waiver from GWAAR if funding is available to serve the applicant at donation based meals.
3. If an applicant is on the Waiver program, they will have a home delivered meal assessment completed and assessment will be paid for by the Community Options Program. If the route is full, the Cop participate will be placed on the wait list.
4. If at any time a route becomes full, the applicant will be placed on the wait list.

**REFERENCES:**

Wisconsin Policy and Procedure Manual for the Wisconsin Aging Network  
HBM Waiting List Policy  
Complaint and Appeal Policy

**FORMS/ATTACHMENTS:**

Complaint and Appeals Form