



<b>AgeWell Services of West Michigan</b>	
Policy Name: Eligibility Criteria Policy	
Policy No. PS 1.1	Effective Date: 01/01/2019
Approved: <i>Kristen M. Collee</i>	Last Revised:

**SCOPE:**

To provide an overview of who is eligible to receive services through AgeWell Service’s programs.

**POLICY:**

Below are the definitions of who is eligible to receive services through AgeWell Service’s programs:

**HOME-DELIVERED MEALS:**

1. Participant must be 60 years of age or older.
2. Participant must be homebound, i.e., normally is unable to leave the home unassisted, and for whom leaving takes considerable and taxing effort. A person may leave home for medical treatment or short, infrequent absences, such as a trip to the barber or to attend religious services.
3. Participant must be unable to participate in the congregate meal nutrition program because of physical, mental or emotional difficulties, such as:
  - i. A disabling condition, such as limited physical mobility, cognitive or psychological impairment;
  - ii. Lack of knowledge or skill to select and prepare nourishing and well-balanced meals;
  - iii. Lack of means to obtain or prepare nourishing meals;
  - iv. Lack of incentive to prepare and eat a meal alone; or

- v. Lack of an informal support system: has no family, friends, neighbors or others who are both willing and able to perform the service(s) needed, or the informal support system needs to be supplemented.
4. The person's special dietary needs can be appropriately met by the program, as defined by the most current edition of the *USDA Dietary Guidelines for Americans*.
5. Participant must be able to feed him/herself.
6. Participant must agree to be home when meals are delivered, to contact the program when absences are unavoidable, and to work with the program staff if participating in both HDM and congregate programs.

It is the policy of AgeWell Services that persons not otherwise eligible may be provided meals if they pay the full cost of the meal. The full cost of the meal includes raw food, preparation costs, and any administrative and/or support services costs. Documentation that full payment has been made shall be maintained. Eligibility criteria shall be distributed to all potential referring agencies or organizations and be available to the general public upon request.

## CONGREGATE MEALS

1. Age 60 or older.
2. A spouse under the age of 60 who accompanies an eligible adult to the meal site.
3. Family members of an eligible adult who are living with a disability and permanently live with the eligible adult in a non-institutional setting.
4. An unpaid caregiver who is under the age of 60 and is registered in the National Aging Programs Information System (NAPIS) and accompanies person being cared for to meal site.
5. To be eligible for a donation-based meal, persons described in items 2-4 must, on most days, accompany the eligible adult to the meal site and eat the meal at the meal site.
6. A volunteer under the age of 60 who directly supports meal site and/or food service operations may be provided a meal:
  - i. After all eligible participants have been served and meals are available; and
  - ii. A fee is required for volunteers under the age of 60, at the full rate.

7. Individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided may participate in the meal.

### **Senior Project Fresh**

1. 60 years and older
2. Gross incomes at or below 185% of the poverty level
3. Reside in Muskegon or Oceana County.

### **Senior Center Activities**

1. 60 and older
2. Reside in Muskegon County.

### **Senior Transportation Program**

1. 60 years or older
2. Reside in Muskegon County
3. Gross incomes at or below 150% of the poverty level
4. Must be able to get in and out of vehicles under their own power.

### **Meal Site Transportation**

1. 60 and older
2. Reside in Muskegon, Oceana or Ottawa Counties

### **Wellness Program at Tanglewood Park**

1. 50 and older

**ENFORCEMENT:**

Through the Mission Services Department and the Senior Transportation Program Senior Manager. Annually assessed by Senior Resources and our annual Single Audit at the end of the fiscal year with an independent auditing firm.

**REFERENCES:**

AASA Operating Standards for Service Programs

MDHHS

PS 1.3 Program Income Policy and Procedures