

The Clemson Meals on Wheels Application Screening Process

Application for Clemson Meals on Wheels can be made through the website. If a person is unable to complete the application online, they may ask a representative for assistance.

www.clemsonmealsonwheels.org

Applications are routed directly from the website to the CMOW Screening Team members (Naresh Jain and Bill Carraway) who will review to ensure the application is complete, and applicants meet basic criteria of living within Clemson city limits, etc. If an applicant resides outside the Clemson city limits, the Screening Team Coordinator will respond directly to the applicant offering alternative resources (e.g. Pickens County MOW). At this stage a copy of the original application should be forwarded to the Communications Coordinator (Nancy Tompkins), Recipient Coordinator (Jane LaGrone) and Driver Coordinator (John Hoag) to follow and prepare for any next steps.

Once basic pre-screening requirements are confirmed, Screeners will reach out to the applicant(s) via preferred method of contact to inquire further and schedule an on-site screening appointment. At this time, Screeners might ask the applicant(s) if they'd like their emergency Point of Contact (POC) to also be present at the appointment. At this in-person meeting, Screeners will collect additional details to be able to make a recommendation and set up meal delivery, if applicable. Screeners, at this time, will also convey certain requirements for receiving meals. Generally, meal delivery can begin 2 business days after approval, allowing enough time for notifications to be received by Ingles and the drivers.

During the Screening process, Screeners will:

- Review and leave a hard copy of the handout titled, *Helpful Information for Recipients*.
- Answer any questions and ensure applicants fully understand “next steps”.
- Observe surroundings for potential health and safety issues, making notes as needed.
- Complete and retain the *Meals on Wheels Recipient Interview Notes*, to include signature of recipient or POC/personal representative.
- Prepare to make a recommendation to include pertinent supporting details.

After the screening visit, if criteria are met, the Screeners will send an email to the Driver Coordinator, Communications Coordinator and Recipient Coordinator who will complete the set up with Ingles and the drivers and update the online recipient document. The email should convey key points from the CMOW Recipient Interview Notes.

Attachments:

Online Application Form

CMOW Handout for Recipient (1 page, front/back)

CMOW Recipient Interview Notes

Clemson Meals on Wheels Online Application

You must live within the Clemson city limits to be eligible to receive Clemson Meals on Wheels.

Name *

First

Last

Street address

City, State, Zip Code

Phone number

Email

I prefer that you contact me via:

☐ Phone

☐ Email

Comment or Message *

SUBMIT

Clemson Meals on Wheels - Helpful Information for Recipients (Front and Back)

(Include a copy of the most recent CMOW Brochure for personal reference or sharing with others.)

Who We Are and What We Do:

- We are a group of volunteers who provide hot midday meals to residents of the Clemson community who need extra help to stay in their homes. Those delivering meals are not paid and do not receive expense money. Clemson Meals on Wheels does not receive any government money.
- Operating expenses incurred by Meals on Wheels are covered by contributions from churches, civic organizations, fraternities and sororities, individuals and from those receiving meals. Beginning in 2024, thanks to the generosity of our donors, the Board voted to provide meals for eligible recipients, free of charge.
- Meals are delivered Monday - Friday (Or according to any custom weekday schedule, as requested. M-W-F only, for example).
- We partner with Ingles to provide the midday hot meal to include entrée, two sides, fruit and/or dessert, and a drink (juice or milk). The meals are prepared to accommodate both a diabetic and non-diabetic diet according to guideline recommendations from the American Diabetes Association.

Eligibility:

- Anyone living within the city limits of Clemson may apply for help from Clemson Meals on Wheels.
- Each request is screened according to need. Requests are based on physical need. For example, a person recently released from the hospital may ask for short-term help. Others with problems preparing meals may ask to become long-term recipients.
- Recipients are our home-bound neighbors who for reasons of health or age or disability are unable to prepare a well-balanced diet for themselves.

Responsibilities of the Recipient:

- Recipients must be present and decently attired when the driver delivers the meal, each day, generally between 11:15 AM - 12:15 PM.
- If a recipient is not able to receive a meal in person (e.g. Doctor's appointment) or will be away for a period of time, they should notify CMOW so meals can be suspended. A minimum of 24 hours (1 weekday) is generally required to accommodate change requests (stop/suspend/restart). For food safety reasons, a driver cannot leave a meal.

The Cost of Meals and How to Make a Donation:

- All clients are furnished with their meals free of charge. Clients are, however, encouraged to donate financially to Clemson Meals on Wheels, if able.
- **Donations are tax deductible** and may be made through the CMOW website or mailed to:

Meals on Wheels
P.O. Box 1415
Clemson, SC 29633

Important contact information:

- Get to know your meal delivery drivers. They care about the people they serve!
- Reference the website www.clemsonmealsonwheels.org
- If you are going to be away during delivery hours (e.g. Doctor's appointment) or for an extended period (hospital/rehab/out of town) please call/text the **Recipient Coordinator (Jane LaGrone at 704-578-5902)** or the **Driver Coordinator (John Hoag at 864-873-7443)** to suspend or cancel your meal delivery.
- If you have issues with your meal, call the **Recipient Coordinator (Jane LaGrone at 704-578-5902)**; Do not call Ingles.

Clemson Meals on Wheels Recipient Interview Notes

DATE: _____

NAME OF RECIPIENT(S): _____

ADDRESS: _____

PHONE NUMBER: _____

POC (Name, relationship, phone # - For emergencies and delivery issues):

NUMBER OF PEOPLE IN THE HOME (Do they live alone?): _____

HEALTH CONDITION (Primary reason(s) for requesting CMOW service):

SCHEDULE AS REQUESTED (5-days/week, other): _____

IS THIS A TEMPORARY OR LONG-TERM SERVICE REQUEST (Explain):

ANY SPECIAL INSTRUCTIONS HELPFUL FOR DRIVERS (Front, Back or Garage door delivery; etc.):

DO THEY HAVE A COOLER AND ICE PACK OR IS ONE BEING PROVIDED? _____

ARE THEY DIABETIC? _____

ANY KNOWN ALLERGIES? (NOTE: CMOW cannot accommodate special meal requests.)

WHAT IS THEIR DRINK PREFERENCE (Juice or Milk)? _____

OTHER OBSERVATIONS HELPFUL FOR SUCCESSFULLY SERVING THIS RECIPIENT:

NAME(S) OF TODAY'S SCREENERS: _____

SIGNATURE OF RECIPIENT (or POC supplying the information): _____