



COMMODITY SUPPLEMENTAL FOOD PROGRAM  
POLICY AND PROCEDURE MANUAL

SUBJECT: Homebound Elderly	Chapter: 3
	Section: 3.4
REFERENCES: 7 CFR 247.5 (c) (7) & 7CFR 247.6 (c) (10)	Page: 1 of 1
	Revised: 12-2005

**PURPOSE:** To outline efforts that are required to meet the needs of homebound elderly.

**POLICY:** Local agencies shall make arrangements to meet the needs of homebound elderly.

**PROCEDURES:**

- A. Local agencies shall coordinate efforts to meet the needs of homebound elderly with the local Area Agency on Aging (AAA) and the homebound “Meals on Wheels” program. Local agencies shall work with AAAs to identify potential homebound participants, to conduct outreach, and to conduct certification and delivery of food packages. Local agencies shall also allow designated proxies to pick up food packages for homebound elderly individuals. See Section 5.4 F for the requirements when proxies are used.
- B. When appropriate, local agencies shall conduct training to volunteers in the communities to take applications to elderly persons and to collect appropriate information and documentation. Actual certification of the homebound elderly shall occur at the certification sites.
- C. Food packages shall be delivered directly by the local agency, by volunteers and/or proxies or, if possible, by programs in the AAA, such as the “Meals on Wheels” program. The homebound elderly recipient or their proxy shall be required to sign a roster or receipt upon delivery of the food package.