



CITY OF COMPTON

GRANTS MANAGEMENT DEPARTMENT

CDBG-Funded Meals on Wheels Program Guidelines

Program Purpose

The Meals on Wheels program provides nutritious meals to low- and moderate-income seniors (generally age 62 and over) who are homebound, frail, or have limited mobility, helping them maintain their independence and health.

CDBG Eligibility

- National Objective: Benefit to low- and moderate-income persons (LMI), typically via presumed benefit category (elderly).
- Eligible Activity: Public Services [24 CFR 570.201(e)].
- Income Verification: Not required if all clients are presumed eligible (elderly), but documentation must confirm age and cl homebound status.

To complete your enrollment for home delivery, you must submit written verification from your doctor confirming you are clinically homebound with the following:

- That you are homebound and unable to leave your home to attend a meal site.
- The reason for the homebound status (e.g., medical condition, disability).
- The doctor's full name, signature, and contact information.
- Documentation must be on official letterhead.

Program Components

- Meal Preparation and Delivery: Meals must meet local or federal nutrition guidelines and be delivered on a regular schedule (daily or weekly).
- Wellness Checks: Staff or volunteers may perform basic health or safety checks during delivery.
- Service Area: Limited to the geographic area defined by the CDBG Action Plan (e.g., city limits).
- Client Intake: Includes documentation of age, residency, and inability to prepare meals.

Reporting Requirements

- Client demographic data (age, race/ethnicity, address).
- Number of unduplicated individuals served.
- Number of meals delivered.
- Monthly or quarterly reporting to the CDBG administrator.
- Compliance with HUD performance outcome measures.

Use of Funds

- Allowable costs: meal ingredients, delivery costs, nutrition staff, packaging, outreach, and intake services.
- Prohibited costs: religious activities, political advocacy, or services outside the approved service area or scope.

Monitoring and Compliance

- Program is subject to monitoring for CDBG compliance, including recordkeeping, eligibility verification, and proper use of funds.
- Files must be maintained for a minimum of 5 years post-closeout.

Nondiscrimination

- Services must be offered without regard to race, color, religion, sex, national origin, disability, or familial status.