

## **Guidelines for In Person Meal Program for Active Adults 55 & Better**

**Meals must be ordered at least 48 hours ahead of time.**

- Monday – must be ordered by 2 PM on Thursday in the prior week
  - Tuesday – must be ordered by 2 PM on Friday in the prior week
  - Wednesday – must be ordered by 2 PM the Monday before
  - Thursday – must be ordered by 2 PM the Tuesday before
  - Friday – must be ordered by 2 PM the Wednesday before
2. Reservations may be made via Amilia or at the Active Adult front desk and can be for multiple days up to 4 weeks in advance.
  3. Payment of **\$5/meal** must be made when the reservation is made. Payment can be made by cash, check or credit card.
  4. Reservations may be canceled up until 2 PM on the deadline date.
  5. If a meal is canceled more than 48 hours ahead of time, **refunds will be put on your household account for future use. There is no monetary refund for canceled meals.**
  6. If a meal is canceled less than 24 hours ahead of time, the money is forfeited and put into an account to cover the expenses associated with the meal program.
  7. If a meal is served to someone on standby, the person must pay the **\$5** prior to receiving the meal.
  8. Meals will be served in a closed container. Your container must have your name on it if you want us to refrigerate it for you. All food is thrown out **at the end of the day** so please remember to take it home!
  9. **Lunches MUST BE picked up between 12 and 12:30 pm from Stewart Hall. If you are not here at noon to receive your lunch, you may call the Active Adult desk and request that your lunch BE HELD (with a time frame given for pick up) OR that your lunch be given to a designated person. If you have NOT CALLED by 12:30, your lunch will be forfeited and NO REFUND GIVEN.**
  10. Be aware that we may not be able to meet your dietary restrictions so plan your reservations accordingly
  11. If the meal program becomes a financial hardship for you, please make an appointment to meet with Hunter Hardeman. Be prepared to bring financial documentation and income verification with you.