



City of West Covina  
Public Services Department  
Senior Center  
Congregate Meal Program

This program is supported by Federal funding through the Los Angeles County Area Agency on Aging and is administered by the City of West Covina.

***Program is partially funded by the Community Development Block Grant.***

### **FOOD TAKE-OUT POLICY**

- Food must be eaten at the site; meals should not be taken out.
- Staff will not provide bowls, containers, or bags to take food home.
- Participants are discouraged from bringing own food containers from home. If you choose to do so after your food has been served to you, **YOU DO SO AT YOUR OWN RISK!**
- Employees, Volunteers, or participants may not take unserved leftover food from this facility.
- If food is leftover after all seniors, volunteers and guests are served, it may be offered as seconds or discarded. Seconds must be eaten at the congregate site and must not be taken home.

### **GENERAL POLICIES AND PROCUDURES**

- No reservations required, lunch is served on a first-come, first-serve basis to the first 175 participants.
- Meal ticket distribution will begin at 8:45 a.m. in the breezeway (in between both buildings).
- The suggested donation for lunch is \$3 for those ages 60 years and older. For guests under 60 years of age, the mandatory fee is \$5.
- Adults 60 years and older will not be denied a meal if they are unable to donate.
- Participants must be present to receive a ticket number and sign-in. If disabled and need assistance signing-in, please see staff. **Only one ticket per person will be given.**
- Participant must sign-in at the Nutrition sign-in desk when their ticket number has been called.
- Lunch check-in time is no later than 10:45 a.m. - **No Exceptions! Meal ticket numbers will not be honored after 10:45 a.m. and a meal is not guaranteed.**
- Everyone must be seated during serving time.
- Only seven (7) participants allowed to be seated per table and four (4) participants for every card table.
- Chairs need to remain at the designated tables. Please do not remove chairs without staff assistance.
- No reserving seats. All seats are on a first-come, first-serve basis (one seat per person).
- The menu is subject to change without notice.
- All returning participants will be required to fill out the Los Angeles County Universal Intake Form and provide a copy of their ID every July. Upon completion, a meal card will be given for the current fiscal year. If meal card is lost, a replacement card will be sold for \$2.00.

If you have any questions, please call (626) 331-5366.