

Homebound Client Proxy Policy

*A homebound client is an individual who is unable to leave their home due to illness, disability, or age. *

When an individual requests to pick up for a homebound client, they must see the Pantry Coordinator or Pantry Manager for a Proxy form. This form must be filled out by the homebound client and signed; once it is complete the individual requesting to be a proxy must return the form to the Pantry Coordinator or Pantry Manager for approval. The Pantry Coordinator will then call the homebound client to verify they are approving the individual requesting to pick up for them and for how long. Once the Pantry Coordinator has approved the proxy form then the individual will be able to pick up for the homebound client. **Individuals will only be allowed to pick up for one homebound client per day.** Exceptions can be made on a case-by-case bases.

If the food box for the homebound client is **NOT** delivered it will be considered theft and is grounds for a 3-month suspension from the pantry.



Date: _____

Proxy's are able to pick up for homebound clients **ONLY**.
Homebound persons unable to leave their home due to illness, disability or age.

I give permission to _____ to pick up food on my behalf at the Choice Food Pantry.

Homebound Clients Name: _____

Date of Birth: _____

Phone Number: _____

Homebound Clients Signature: _____

INFORMATION WILL BE CHECKED

If the food box for the homebound client is NOT being delivered it will be considered theft & grounds for suspension from the pantry.

Approved by: _____

