



3375 University Avenue, Morgantown, WV 26505

Phone: **304-599-1954**

**Kitchen Hours: 6AM – 12 Noon      Monday thru Friday**

Dear Client

We are providing you a copy of the basic Client Information received when first interviewed for meals. With the winter weather already impacting meals in November we felt it might be helpful to have this as a reminder.

Sincerely,  
Sara Bishop, Manager

### **Client Information**

#### **Call 304-599-1954**

- If you need to cancel a meal or you wish to permanently stop meals. Call **before 8:00 AM** so you will not be charged for the meal and we won't waste food.
- If you need a diet change.
- If you want to stop weekend meals.
- If you have questions about your invoice.

#### **Week day delivery:**

Volunteer Drivers deliver meals between 10AM and 12 Noon. If you will not be home during this time, but want your meal delivered, please place a sturdy container (**cooler**) in a secure area where the driver may leave your meal. We will not leave a meal unless a container is provided.

#### **Week end meals (optional service):**

Shelf-stable meals delivered on Thursday for the weekend.

#### **Weather Cancellation of meals:**

When schools are closed due to snow, ice, etc., the kitchen is closed and no meals will be delivered. If schools are on delay, meal delivery will be delayed 1 hour. **Listen to radio WAJR, WCLG for school closure announcements. Meals on Wheels is closed if schools are closed because of bad weather. Watch WDTV television for information about weather closures. Also there will be a notice in the Dominion Post when closures are announced the previous day.**

#### **HOLIDAYS:**

No meals will be delivered on these scheduled holidays:

**NEW YEAR'S DAY      MEMORIAL DAY      JULY 4<sup>TH</sup>      LABOR DAY**  
**THANKSGIVING and CHRISTMAS.**

