



A Community Service of Senior Life Resources NW

1824 Fowler Street, Richland, WA 99352

Dear New Volunteer,

Thank you very much for your willingness to volunteer for the Meals on Wheels program. We appreciate your thoughtfulness and believe this will be a very rewarding experience for both you and the seniors you will serve.

As a transport driver you may have direct contact with vulnerable elderly participants. Therefore, before we can begin training you, we are required by Washington state law (RCW43.43.830), and our insurance company, to submit several forms on your behalf.

Please go to the Washington State website and follow the instructions for the Background Check form. Here is a link to the website: <https://fortress.wa.gov/dshs/bcs/>. Please write down your **CONFIRMATION NUMBER**, which will be given to you at the end of your application, and email it, along with your date of birth, to [nhuggins@seniorliferesources.org](mailto:nhuggins@seniorliferesources.org). If you have trouble filling the form out online, please complete the Background Check form below and mail it to me at the address above.

You will also need a Food Handler's Permit. To obtain that, take the online course by going to [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) or, you may also call the Health Department at (509) 460-4200 to make an appointment to take the class. The cost to take the test is \$10.00, and Meals on Wheels will reimburse you the fee upon completion of the class.

We will also need a photo copy of your driver's license and insurance card. Please call with any questions or concerns.

Thank you again,

*Natalie Rose Huggins*

Natalie Rose Huggins  
Site Staff & Volunteer Manager  
(509) 735-1911  
[nhuggins@seniorliferesources.org](mailto:nhuggins@seniorliferesources.org)

Kennewick ♦ Connell ♦ Prosser ♦ Pasco ♦ Benton City ♦ Richland  
Phone (509) 735-1911 ♦ Email [admin@seniorliferesources.org](mailto:admin@seniorliferesources.org) ♦ [www.seniorliferesources.org](http://www.seniorliferesources.org)

