



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



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**Area Agency on Aging
Policies, Procedures and Protocols**

Policy Aging 06 Contractors Donation Letters

APPLICABILITY AND PURPOSE

The purpose of this policy is to insure that all Area Agency on Aging (AAA) Contractors meet all the Older Americans Act (OAA) requirements for solicitation of donations.

POLICY

All AAA Contractors shall give program participants an opportunity to contribute to the program.

PROCEDURE

- A. Contractors of the AAA will:
 - 1. Request donations on a regular basis at least one time per year.
 - 2. The California Department of Aging (CDA) requires all three points below to be explicitly stated in every donation letter:
 - a. There is no obligation to contribute.
 - b. All contributions are voluntary.
 - c. No eligible participant will be denied service because of a failure or inability to contribute.

B. AAA Contract program monitors shall review donation letters and procedure at the time of the annual program monitoring.

FORMS AND OTHER ATTACHMENTS:

REFERENCES: Older Americans Act
Title 22

Date Finalized: July 2014