



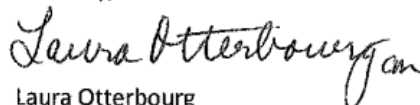
- Protect the privacy and confidentiality of each participant with respect to the participant's contribution or lack of contribution;
- Establish appropriate procedures to safeguard and account for all contributions;
- Use and record all contributions in the period they are collected; and
- Use all collected contributions to expand the service (provide additional units of service to additional participants in need) for which the contributions were given and to supplement (not supplant) funds received under this Act.

**PROCEDURE:**

1. Establish a suggested contribution amount (may be a range or up to the total cost of the service).
2. Inform the service participant that:
  - I. They may voluntarily contribute toward the cost of the service;
  - II. There is no obligation to contribute;
  - III. Their privacy and confidentiality with respect to their contribution or lack of contribution will be protected; and
  - IV. Services will not be affected by the ability or lack of ability to contribute.
3. This information shall be provided in writing, in a letter or brochure, as well as verbally. In addition, each service provider shall post a sign (as appropriate) which states the suggested donation and that no participant shall be denied services due to their inability to donate.
4. Participants may be reminded that contributions are accepted throughout the year.
5. Handling monetary contributions
  - Contributions are made anonymously in a confidential manner. Non-coded envelopes may be placed in a slotted lock box, handed to a staff person or mailed to the service provider
  - As appropriate, a monthly or quarterly statement may be given to the participant; stating the number of units of service provided and the suggested contribution. (sample letter attached)
  - Cash donations shall always be accepted.
  - Two or more bonded staff shall count the contributions daily.
  - Deposits will be made within 48 hours of receiving the contributions into accounts specified by the designated fiscal officer.
  - All income is to be shown as part of the Area Plan Contract and Service Providers' Contracts. Income shall be utilized on a first-in, first-out basis. There is no carry-over of program income from one grant year to another.
  - If income exceeds the budget amount it shall be used to further reduce the federal, state or county funds allocated regardless of the budget percentages shown in the grant.
6. Contributions from multiple services shall not be co-mingled. Contributions shall be used to provide the additional service for which the contribution was collected.

Questions related to this Service Taxonomy may be directed to Tina Zsenak at [tina.zsenak@dhs.state.nj.us](mailto:tina.zsenak@dhs.state.nj.us) or 609-588-6788.

Sincerely,



Laura Otterbourg  
Division Director

**SAMPLE**

**(Letterhead Here)**

Date:

**(Participant Name and Address Here)**

Dear **(Participant Name Here)**:

This letter is a reminder that donations are accepted for **Name of Service**.

Donations from participants in the program are combined with federal, state, and local funding to provide this service. All donations are confidential and voluntary. All collected donations are used to expand this service to individuals in need. **No eligible person will be denied service due to inability to make a donation.**

The actual cost of providing each **Name of Service** is \$ \_\_\_\_\_

Month/Year	Number of Service Units	Suggested Donation

**Any donation you make is greatly appreciated.** It is a pleasure to serve you! Please call the office if you have any questions or would like information about other programs and services.

Sincerely,

(Your Name and Title Here)

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Please detach bottom portion and send with your donation.

Make checks payable to: **(Name Here)**

Mail to: **(Name and Address Here)**

Donation Given: _____
Month: _____
Year: _____

## Comments to Draft Policy

### **Comment:**

Because of the formal nature of the sample letter; frail clients may feel it is a bill rather than a request for a donation

### **Response:**

Based on this comment, the letter was revised. This letter is provided as a sample; it is not mandatory to use this method. Many AAAs find this to be an effective method of collecting donations, and some clients or their caretakers prefer it.

### **Comment:**

We do not permit accepting cash donations except for the Nutrition Program.

### **Response:**

Cash donations shall always be accepted. Clients may not have any other method of providing monetary donations if cash is not accepted.