ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Community Partners Program Donations **Number:** F 14

Procedure

Approved: Signature on file **Date:** 01-16-03

POLICY

- A. Donations to the CPP are to be accepted only by CPP staff, including employees or volunteers of the agency contracted by SSA to administer the Community Partners Program (Contracted Agency), matched staff, and their designees.
- B. All donations accepted and distributed by SSA staff must be done according to the guidelines defined in this procedure.
- C. Gift certificates must be distributed the same working day they are accepted.
- D. Donations and/or gifts to the CPP are not to be accepted for personal use, except as noted in Policy F15 of the Social Services Agency Administrative Policies and Procedures Manual titled "Donations and Gifts."
- E. Separate policies and procedures have been established for the Operation Santa Claus and Senior Santa and Friends Programs. These policies and procedures are to be followed when accepting gifts and donations made through these programs.
- F. Acceptable donations include, but are not limited to: food, nutritional items, clean clothing, diapers, gift certificates, and new or used furniture and household items. Used items are to be in good condition. Food and nutritional items are to be used within the printed expiration date.
- G. Donations of cash, checks or services are prohibited.
- H. All donations received through the CPP are to be distributed to SSA clients and applicants only.

- I. SSA staff not participating in the CPP may request items for eligible families by contacting matched staff.
- J. Each division will provide copies of completed Donation Acceptance and Distribution Forms to the Contracted Agency on a monthly basis.
- K. Matched staff may access an inventory of available items through the Contracted Agency.
- L. SSA matched staff is not to assign a dollar value to donations.
- M. Durable medical goods (e.g., wheelchairs, blood pressure monitors, etc.) donated to SSA through the CPP are to be accepted and distributed by the Contracted Agency only. SSA staff is not to accept or distribute these items.