

ARTICLE I. ASSURANCES SPECIFIC TO TITLE III C PROGRAMS

- A. General Assurances. The Contractor shall assure that the following conditions are met:
1. Services shall not be denied to any Title III client that does not contribute toward the cost of the services received.
 2. Methods used to solicit voluntary contributions for Title III services shall be non-coercive.
 3. Donation letters sent to clients for Title III services shall stipulate that contributions are voluntary and not required to receive service.
 4. Donation letters may not resemble a bill or a statement. [OAA §315(b)]
 5. Individual client's donations shall not be tracked by accounts receivable. [OAA §315(b)(4)(C)]
 6. The Contractor shall participate in the preparation and implementation of a disaster plan that ensures provision of critical services to meet the emergency needs of consumers they are charged to serve during man-made, or natural disasters such as earthquakes or floods. This plan shall be coordinated with the overall County Office of Emergency Services Plan and shall conform to any statewide requirements issued by the Stanislaus County Area Agency on Aging (AAA), the California Department of Aging (CDA), or any other appropriate federal agency.

ARTICLE II. REPORTING PROVISIONS

- A. The Contractor shall submit program performance reports in accordance with AAA requirements to the Stanislaus County Area Agency on Aging, 121 Downey Avenue, Suite 102, Modesto, California, 95354.
- B. The Contractor shall assure that all data submitted is timely, complete, accurate, and verifiable using the AAA approved reporting procedures.
- C. The Contractor shall have written reporting procedures which include:
1. Collection and reporting of program data for the AAA, through the Harmony/SAMS data reporting system;
 2. Ensuring accuracy of data from the Contractor intake/assessment process through reporting to the AAA;
 3. Verification of data prior to submission to the AAA;

ARTICLE II. REPORTING PROVISIONS (Continued)

4. Correction procedures.
 - D. Contractor shall train and orient staff regarding program data collection and reporting requirements.
 - E. Contractor shall submit the "Request for Reimbursement" form no later than the 15th of each month for the total number of meals served in the C-1-Congregate Meals Program during the previous month. The total meals shall not exceed the maximum of 4,867 meals for C-1 per month.