

ARTICLE I. ASSURANCES SPECIFIC TO TITLE III C PROGRAMS

- A. General Assurances. The Contractor shall assure that the following conditions are met:
1. An individual's receipt of services under the In-Home Supportive Services Program shall not be the sole cause for denial of any services provided by the AAA or its contractors.
 2. Services shall not be denied to any Title III client that does not contribute toward the cost of the services received.
 3. Methods used to solicit voluntary contributions for Title III services shall be non-coercive.
 4. The Contractor will:
 - a. Provide each recipient with an opportunity to voluntarily contribute to the cost of the service.
 - b. Clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary.
 - c. Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution; and
 - d. Establish appropriate procedures to safe guard and account for all contributions.
 - e. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funds received under this Act.
 5. 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.
 6. The Contractor shall not require proof of age, citizenship, or disability as a condition of receiving services

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, 3500 Coffee Rd, Modesto, CA 95355
- 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;
 - 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;
 - 4. Correction procedures.
- D. Contractor shall train and orient staff regarding program data collection and reporting requirements, i.e. Intake form completion and required daily sign-in signatures from meal participants.
- 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 1,042 meals for C-1 per month.