

**Forest County Office on Aging
Policies and Procedures**

Policy Title	Ensuring Participant Contributions Confidentiality	Approved
Policy #		Effective: 04/12/2016
Training Required:	yes	Revised:
Date of Review:	03/24/2017	Next Review Date:

PURPOSE: To define to be followed by the Forest County Nutrition Program staff and volunteers of meal service participant contribution to maintain confidentiality.

POLICY: Anyone who donates to the Forest County Nutrition Program will be ensured that the donation will be in a private location set aside from the congregate dining area to maintain confidentiality.

DEFINITIONS: none

PROCEDURE:

1. If a Forest County Nutrition Program congregate dining participant makes a contribution at the Nutrition Site:
 - a. The confidential donation box will not be transparent and will have no other indicating attributes.
 - b. The Site Manager and volunteers will never acknowledge a participants contribution verbally or non-verbally in front of other participants.
 - c. If a participant hands the Site Manager or volunteer their contribution directly, the Site Manager or volunteer will discreetly place the contribution in the donation box.
 - d. The Site Manager and volunteers will never verbally announce a participants contribution amount.
 - e. The Site Manager will not keep a running total of individual participants contributions.

REFERENCES:

Wisconsin Policy and Procedure Manual for the Wisconsin Aging Network

FORMS/ATTACHMENTS:

Complaint and Appeals Form