**Policy # FCSS-0073.12**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: RELEASE FORM**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: 2012**

FCSS/RCHHS Volunteers are often called upon to assist Clients using the Community Information and Referral Services in filling out forms, help find answers to questions etc.

While the FCSS/RCHHS Agency recognizes the need for this practice, it is not without serious consideration for security for both the client and the volunteer.

Therefore, the agency will require that the client sign a release to make both parties aware that this is assistance only. A copy of this form shall be available to the client for his/her records. The original will be kept as an agency file.

Revised/Reviewed Date: ***May 30, 2019***

This policy will be reviewed at the discretion of the board but at least annually.