

# VOLUNTARY CONTRIBUTIONS



**When developing materials for the Title IIC Congregate Meal Program and Home-Delivered Meal Program, keep these key pieces of information in mind:**

## Contributions & Fees

### Set a suggested contribution amount

Consider the income ranges of older individuals in the community when determining a suggested contribution amount.

Contributions are voluntary. No eligible individual is obligated to contribute and their service will not be affected by their ability or desire to make a contribution.

Solicitation for contributions must not be coercive and should not resemble an invoice or bill.

Develop a guest fee for non-eligible guests under 60. This amount should cover all meal costs.

## Confidentiality

### Contributions Are Confidential

The eligible participant's contributions are confidential. Contributions should not be tracked by person and amount.

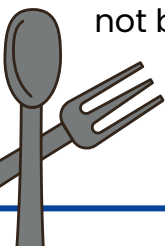
### Protect Contributions

Establish written procedures to protect contributions and fees from loss, mishandling, and theft.

### What should be included in the congregate meal site signage and home-delivered meal letter?

- A suggested contribution\*
- A guest fee amount (for congregate signage only).
- A clear statement that outlines that contributions are voluntary and service will not be denied to those who do not contribute.
- A statement expressing that contributions are confidential

\*Use "contribution" rather than "donation" for your signage/letter since participants are contributing towards the cost of the service.



JULY, 2022

## Older Californians Nutrition Program Home-Delivered Meal Provider Name

Dear Home-Delivered Meals Participant,

Thank you for participating in our Home-Delivered Meals program.  
We enjoy having you on our route!

We kindly suggest a voluntary contribution of \$3 per meal, however any amount is greatly appreciated. Contributions are voluntary and no eligible person will be denied a meal for choosing not to contribute. The money goes directly back into our program and is used to help cover meal costs and delivery expenses. All voluntary contributions are kept confidential.

You may mail your contribution in the enclosed self-addressed envelope.




Sincerely,

John Smith  
Home-Delivered Meals Coordinator

Home-Delivered Meals  
Provider Name  
1234 Street Dr  
City, State 123455

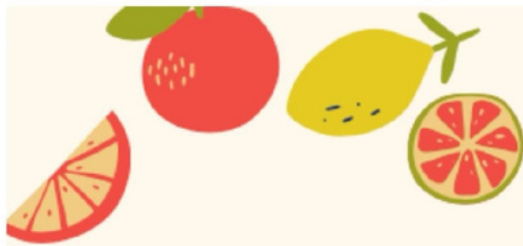
Phone: (123) 456-7890  
Email: info@email.com

The highlighted areas in the above document match the following key:

-  Letter provides a suggested contribution amount
-  Letter clearly conveys that no one will be denied service for not contributing
-  Letter states that contributions are confidential

Clearly conveys that no one will be denied for not contributing

Includes a suggested contribution amount



Older Californians Nutrition Program  
Senior Center Name

# WELCOME

Thanks for joining us!

Suggested **Voluntary**  
Contribution for adults 60+  
years of age and their spouses:

**\$3**

**No eligible person will be denied a meal for choosing not to contribute.**

Voluntary contributions of any amount are greatly appreciated and go directly to the services this program provides.

Contributions are confidential.

Fee for guests younger  
than 60 years of age:

**\$10**

Includes a guest fee for ineligible participants

States that contributions are confidential