Why Contributions Matter

The County uses the money sent each month to support the SNP budget, increase the number of meals served, and increase access to meal and nutrition-related support.

Confidentiality Protocol
- Locked contribution boxes shall be available on-site during meal service.
- The contribution box must be placed away from the registration area and a trifold board must be used to provide privacy.

Proper Signage
- This sign should be posted on or near the contribution box at the meal site.
- **Click here** for other languages.

**SANTA CLARA COUNTY
SENIOR NUTRITION PROGRAM**

Suggested Contribution per meal

60 years and over:	**$3.00**
Required Guest Fee: (Person under 60)	**$8.00 - $10.00**

No eligible individual shall be denied participation because of failure or inability to contribute.

Thank You

Meal Cards

- A meal card provides the equivalent for 10 prepaid meals.
- The suggested contribution towards a meal card is $30 ($3.00 x 10).
- A Meal card presented by a participant should be accepted regardless of where it was issued.
- Meals cards are non-refundable.
- Count as a charitable donation & no receipt needs to be issued.

How to Request Meal Cards
- Site Managers may contact Senior Nutrition Program at 408-755-7686 or email Dieuly.Nguyen@ssa.sccgov.org to request Meal Cards. The Administrative Assistant mails the cards to the sites directly and sends Site Managers an email notice with date sent, total number of cards, the sequence numbers etc.
- Site Managers send confirmation of receipt of meal cards via e-mail to the Administrative Assistant.

Once the cards have been received:

- Use the Meal Card Log to track all cards provided to eligible participants. The number on the back of each card should correspond with the sequence number listed on the log.
- At the end of each quarter send all log sheets to SNP Administrative Assistant via email.
- Keep the Meal Card Log sheets for SNP's review or audit.

The Different Ways to Contribute

- Cash contribution directly into the locked contribution box.
- Online donation through the organization websites.
- Monthly statement of the number of meals provided plus the actual cost of the meal

- Use self-addressed envelopes to encourage contributions by check, in-person, or through the mail.

For home-delivered meals

Provide the driver with envelopes so participants may contribute. If choosing this option, the driver can accept a check enclosed in a sealed envelope and submit the sealed envelope to the site manager. These contributions are accounted within the monthly report and remitted to SNP.

Counting Contributions

Contributions must be counted, recorded, and verified daily by signature and date with two persons designated by the contracting agency.

County of Santa Clara - Social Services Agency / Senior Nutrition Program
DAILY RECORD OF RECEIPTS OF PROJECT INCOME

Do's and Don'ts with Contributions

Do	Don't
• Keep all personal contact information confidential.	• Give any form of change from the contribution box.
• Encourage participants to make one large contribution once a week.	• Allow staff or volunteers to deposit contributions from participants.
• Encourage a donation regardless of amount	• Issue a receipt.
	• Give a refund once the contribution has been made.
	• Turn away anyone who wishes to make a larger contribution.