

MEMO

DATE: July 30, 2003

TO: OPC Department Head

FROM: Marye

RE: OPC Background Check Policy for entering a client's home

Be sure that all your staff and volunteers who go into a senior's home - - for any reason - - are aware of the OPC Background Check Policy.

Area Agency on Aging 1-B requires as of October 1, 2000, a background check of all **NEW Home Delivered Meals** volunteers before they enter a senior's home. It is imperative that the names, addresses, telephone numbers, **birthdate** or **Social Security** number of all new Home Delivered Meals volunteers be forwarded to the OPC (Volunteer as of 2006) *Clerical* Department Head. You will be notified if that volunteer is cleared to deliver meals. To maintain confidentiality, the Clerical Department will keep copies of all background checks. **This procedure is a policy.**

If a person has a record of any kind, **they cannot deliver meals.** The only exception is a drunk driving offense that is at least 5 or more years old and there are no recent convictions. OPC will not allow anyone to deliver meals or go into a senior's home for outreach, assessments, friendly visitor, library book drop-off etc., if the charges are combative, theft, etc.