

Mandated for:

- County Operated Programs
- Short/Doyle Contractors
- Institutes for Mental Diseased (IMD)
- Skilled Nursing Facilities (SNF)
- Residential Care Facility (RCF) - Contract
- Fee-For-Service Providers (FFS)
- Other (Specify _____)



Mental Health Director

MENTAL HEALTH DEPARTMENT
POLICY & PROCEDURES MANUAL

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Developed 11/10/82

Last Reviewed 05/30/03

Date of Next Review 05/30/07

SUBJECT: ACKNOWLEDGEMENT AND ACCEPTANCE OF GIFTS

References: Santa Clara County Ordinance, Section A2-17
HHS #701.0

I. POLICY

No employee, intern or volunteer of the Mental Health Department shall accept any gift, reward, etc. for personal keeping and/or use for the performance of his/her duties and responsibilities.

NOTE: Occasionally, staff will receive an offer of a gift of nominal value (i.e. under \$25.00 and excluding any amount of cash) as a token of appreciation. In these circumstances, the employee will:

- ◆ Explain to the donor the Department and County policy regarding acceptance of gifts.
- ◆ Evaluate, within the donor's culture, the therapeutical implications of refusing to accept the gift. If employee feels that it will be inappropriate to refuse, he/she will accept the gift and will notify his/her supervisor. (Supervisor/employee will document the donor's name, the gift and the circumstances).

Donations of cash or equipment to the Mental Health Department or to any of its programs/services will be accepted in accordance with the following guidelines:

- ◆ Gifts of cash or equipment are subject to official acceptance by authorized individuals only.
- ◆ Gifts having a value of \$10,000 or less may be officially accepted by the Mental Health Director.
- ◆ Gifts, which have a value exceeding \$10,000 may be accepted only by formal action of the Board of Supervisors.
- ◆ Offers of gifts must be accompanied by a letter of deed of gift from the prospective donor which includes:

- ✓ Name of donor.
- ✓ Mailing address and contact, if other than donor.
- ✓ Expression of donor's intent to give (and on whose behalf).
- ✓ Description of gift (checks should be made payable to Santa Clara County Mental Health Department). If gift is being presented on behalf of a patient include: ("Donations on behalf of _____) Intended use of donation, i.e., equipment, training, education, particular service/program.

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Receipt of an offer of a gift to the Mental Health Department shall be acknowledged immediately by a letter to the donor from the Mental Health Director. Gifts which are received with no prior receipt of an offer of a gift should be referred to the Mental Health Director, who should contact the donor, explain the Department and County policy on acceptance of gifts, and request that the donor send a letter of deed of gift as described above.

II. PROCEDURE

Donations and accompanying documents shall be processed according to the following procedure:

Responsibility	Action
Employee	Upon receipt of an offer of a gift, reward, etc. explains to the donor the Department and County policy regarding acceptance of gifts.
MH Director	Upon receipt of an offer of a gift sends letter acknowledging the offer and conveys to the donor instructions for transmitting the donation to the Department (See guidelines above). Upon receipt of cash donations, forwards check to the Cashier for deposit. If donation is unrestricted, donation will be deposit into the Department's fund. If donation is restricted for a specific purpose, the donation will be deposit into the Donation Trust fund. If donation is \$10,000 or less, prepares a letter of acceptance to be signed by the Executive Director or designee in the Executive Director's absence. If gift is more than \$10,000, prepares a draft of a Board transmittal (See Attachment A) and submits to the Chief Financial Officer or designee for review.
Executive Director	Approves/signs and forwards request to Clerk of the Board,
Clerk of the Board	Sends copy of approved transmittal to SCHHS Administration,

NOTE: Donations of furniture and/or equipment must meet fire and safety specifications. When letters of intent to donate non-cash items are received, the Mental Health Director must notify the Safety and Facilities Management Office so that arrangements can be made for the inspection of the furniture and/or equipment. Non-cash gifts will be assigned a value so that official acceptance will adhere to the same guidelines prescribed for cash donations. Gifts should be delivered to Property Control where they will be tagged and then delivered to the Department.