



## **CURRY COUNTY**

# **FOSTER GRANDPARENT PROGRAM POLICY**

ADOPTED APRIL 13, 2020

CURRY COUNTY BOARD OF COMMISSIONERS

BEN MCDANIEL, CHAIRMAN  
SETH MARTIN, VICE CHAIRMAN  
ROBERT SANDOVAL, MEMBER  
ROBERT THORNTON, MEMBER  
CHET SPEAR, MEMBER

CURRY COUNTY MANAGER

LANCE PYLE

## Table of Contents

The Foster Grandparent Program.....	3
Mission Statement.....	3
Program Administration.....	3
Sponsor Eligibility .....	3
Sponsor Responsibility .....	3
RSVP/FGP Advisory Council.....	4
Equal Opportunity and Affirmative Action .....	4
Volunteer Eligibility Requirements .....	4
Orientation and Training.....	5
Volunteer Code of Conduct .....	5
Appropriate Foster Grandparent Activities.....	6
Inappropriate Foster Grandparent Activities .....	6
Volunteer Insurance.....	7
Recognition.....	7
Policy for Hours of Service.....	8
Holidays.....	9
Accrued Leave .....	9
Leave of Absence.....	9
Bereavement/Funeral Leave .....	9
Inclement Weather .....	9
Travel/Mileage.....	10
Meals.....	10
Stipends.....	10
Temporary Allowance .....	10
Volunteer Personnel Records.....	11
National Service Criminal History Check.....	11
NSCHC and PII Confidentiality Safeguards.....	11
Termination of Services.....	12
Retirement/Termination/Resignation.....	12

## Exhibits

Personnel Grievance Procedures.....	13
Volunteer Confidentiality Statement .....	14
Accompaniment Policy While Awaiting Background Clearance Statement.....	15
Accompaniment Policy On Assignment Statement.....	16
Acknowledgement .....	17

## CURRY COUNTY

### **FOSTER GRANDPARENT PROGRAM POLICY MANUAL**

#### **The Foster Grandparent Program**

The Foster Grandparent Program is a local, state and federally funded program for qualified agencies and organizations for the dual purpose of engaging persons 55 years of age and older with a volunteer service to meet critical community needs; and to provide a high quality experience that will enrich the lives of the volunteers and those they come into contact with. Program funds are to be used to support Foster Grandparents in providing supportive, person to person service to children with exceptional and/or special needs, or in circumstances that limit their academic, social, or emotional needs.

#### **Mission Statement**

The Foster Grandparent Program (FGP) was established in August 1965 to provide older adults with a useful way to serve their communities in their retirement years, giving them the satisfaction that comes from being needed and serving others. Curry County has been an active participant of the Foster Grandparent program since 1986, affecting the lives of hundreds of Senior Foster Grandparents and thousands of students. We are growing every day and welcome all of our volunteers to join in to support our local educational organizations.

#### **Program Administration**

The Board of Commissioners of Curry County delegates to the County Manager of Curry County the authority to function as the Chief Administrator of the volunteer programs. The Foster Grandparent Program and the Retired Senior Volunteer Program are jointly administered by the RSVP/FGP Program Director.

#### **Sponsor Eligibility**

The sponsoring agency, Curry County, meets the requirements for eligibility as listed in the CNCS Operations Handbook for the Foster Grandparent Program.

#### **Sponsor Responsibility**

The sponsoring agency, Curry County, is legally responsible for all programmatic and fiscal aspects of the volunteer program and may not delegate or contract this responsibility to another entity. The County Manager and the Board of Commissioners understand and endorse the nature and purpose of the volunteer programs. The sponsoring agency, Curry County, recognizes and supports the sponsor's responsibilities as listed in the CNCS Operations Handbook for the volunteer program.

## **RSVP/FGP Advisory Council**

The Foster Grandparent Program is required to have an Advisory Council which is established to advise and assist the program director and staff and to provide support for the program. The name of this organization shall be Curry County Retired and Senior Volunteer Program (RSVP) and Foster Grandparent Program (FGP) Advisory Council. The Advisory Council members are representatives of the community, volunteers from the private sector, the volunteer stations, and Curry County.

The Curry County RSVP/FGP Advisory Council for the Foster Grandparent Program sponsored by Curry County will assist the sponsor to:

- Assess community needs.
- Support the development of a service ethic in the community.
- Advise on volunteer recruitment strategies.
- Link the programs with other community service resources.
- Assist staff to evaluate the program on a yearly basis.
- Suggest ways the programs can gain increased visibility and recognition in the community.

Federal Regulations require that the Curry County RSVP/FGP Advisory Council have a membership that includes people that:

- Are knowledgeable of human and social needs of the community.
- Are competent in the field of community service and volunteerism.
- Can help the sponsor meet its administrative and program responsibilities.
- Are interested in and knowledgeable of the capability of older adults.
- Are reflective of the demographics of the service area.

The RSVP/FGP Advisory Council will meet at least four (4) to six (6) times a year. Regular meetings will be scheduled by the Program Director and each member will be reminded of each meeting with a 72-hour notice. Special meetings may be called by the council Chair, by the Program Director, or at the request of a majority of the members-with 72-hour notice.

## **Equal Opportunity and Affirmative Action**

Persons may not be denied eligibility to become Foster Grandparents based on a lack of formal education or employment experience or based on citizenship, race, color, age (except as provided by law), national origin, sex, handicap, or political affiliation.

## **Volunteer Eligibility Requirements**

The following are the requirements necessary to participate in the Foster Grandparent Program:

Be age 55 or older and a resident of Curry County.

Meet income eligibility requirements as set forth by the Federal government.

Proof of income for stipend reimbursement (Social Security, VA Award Letter or other proof of income) as required for each person living in the household.

Be willing to work 5 hours a week (hours worked cannot be less than 5 hours/week).

Complete and submit an application to include references, emergency contact information, copy of valid driver license and proof of vehicle insurance for mileage reimbursement, and a signed agreement allowing completion of a background check.

Be willing to serve clients as assigned and to accept supervision.

## **Orientation and Training**

Pre-Service and Monthly In-Service Training will be provided for each enrolled Foster Grandparent.

The Pre-Service orientation is **required per State and Federal grant requirements** for those Foster Grandparents that are signed up at the beginning of the year. This orientation will include:

- Introduction to the program, the sponsor, and the volunteer station.
- Current information on the project policies and procedures.
- Information on available community services in order to better advocate for clients.
- Orientation to assigned volunteer stations.

Monthly In-Service Training is provided, and attendance is also **required per State and Federal grant requirements**. Notices with information on the subject, time, date and location of the Monthly In-Service meeting will be sent to the grandparents by mail, given with timesheets, or given with checks.

- Foster Grandparents must be on time to the Monthly In-Service Trainings.
- Foster Grandparents must notify FGP staff in advance if unable to attend the Monthly In-Service Training due to illness or an emergency.
- Absence from Monthly In-Service Training will be treated as leave time taken.
- Continued absences from Monthly In-Service Training may be grounds for termination.

## **Volunteer Code of Conduct**

- The Foster Grandparent shall respect the confidentiality of the child/children and the confidentiality of information provided about the child/children (Confidentiality Statement must be signed by volunteer). A copy of the Confidentiality Statement is attached.
- The Foster Grandparent shall not accept gifts such as money, articles of clothing, or gifts of significant value from the children or the children's family.
- The use of alcoholic beverages or illegal drugs during volunteer hours is not permitted. This is grounds for immediate termination.
- The Foster Grandparent will always treat his/her assigned child/children with the utmost respect. Under no circumstances will a Foster Grandparent subject a child to any form of abuse: physical, verbal, emotional, or neglect.
- Foster Grandparents are expected to act in a professional manner, treating other Foster Grandparents, Site Supervisors, FGP staff, Sponsor staff and children with respect (avoiding criticism, gossip, etc.) and to use appropriate channels to make complaints and/or suggestions.

## **Appropriate Foster Grandparent Activities**

Illustrative examples of appropriate Foster Grandparent activities to assist children with special or exceptional needs include:

- 1) Tutoring children with literacy or English language learning needs.
- 2) Providing children in public, state, or private schools; Head Start centers; or day care centers with emotional support and assistance in developing basic learning skills.
- 3) Helping adolescents and youth in correctional facilities to mitigate the effects of institutionalization, acting as a community link, and helping incarcerated youth prepare for independent living.
- 4) Assisting status offenders and delinquent youth offenders to remain in the community as an alternative to institutional commitment.
- 5) Assisting in the prevention of juvenile delinquency.
- 6) Helping abused or neglected children, and children affected by drugs, HIV/AIDS, or homelessness, regain stability through contact with older adults and providing these children with emotional support and empathy.

## **Inappropriate Foster Grandparent Activities**

Some examples of inappropriate activities include:

- 1) Volunteers and grantees shall not engage in and grantee funds shall not be used for any of the following activities, unless they are specifically provided and/or allowed for in the applicable program regulations:
  - Electoral activities
  - Voter registration
  - Voter transportation to polls
  - Efforts to influence legislation
- 2) Volunteers shall not engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of or result in the displacement of employed workers or impair existing contracts for service.
- 3) There shall be no requests and no receipts of compensation from the beneficiaries of neither senior corps volunteers nor grantees.
- 4) Financial support is not a precondition to obtain volunteer services.
- 5) Foster Grandparents are volunteers and are not to receive a fee for service from service recipients, their legal guardians, members of their family, or friends.
- 6) Grant funds are not used to finance labor or anti-labor organizations or related activity.
- 7) Project staff and/or volunteers are not to give religious instruction, conduct worship services, or engage in proselytization as part of their duties and, if the sponsor is an organization that conducts inherently religious activities, those activities are offered separately, in time and location, from the programs or services funded under the Corporation Grant.

## **Volunteer Insurance**

Volunteer insurance is only provided while the volunteer is working in the program and during service hours. Each Foster Grandparent is provided with three (3) kinds of supplemental insurance coverage at no cost. Insurance applies only when participating in scheduled program activities and/or services. The insurance is not a substitute for any insurance normally carried and grandparents will need to maintain personal insurances and those as required by law. The three (3) types of supplemental insurance are listed below:

### **1. Excess Volunteer Liability Insurance**

- a. All registered volunteers (collectively) of an organization are provided with excess volunteer liability insurance at a limit of \$1,000,000 per occurrence (subject to an annual aggregate of each named organization).

### **2. Excess Automobile Liability Insurance**

- a. This coverage provides an extra layer of protection for you as a registered volunteer driver while performing your duties. This insurance does not cover the driving between your home and the workstation. The volunteer's insurance will be required to cover travel to and from the volunteer workstation and the volunteer's home.

### **3. Accident Insurance**

- a. Covered Activities include performance of duties required to carry out assignments made by the Organization, including travel to and from workstation as well as during assignments.
  - i. Accidental Death and Dismemberment Coverage
    1. Covered expenses include: In & Out-Patient Hospital, Ambulatory Medical Center Emergency Room, Physician visits, surgery, diagnostic tests, nursing services and ambulance charges.
    2. Exclusions and Limitations: these coverages are subject to exclusions and limitations detailed in the Policy. Coverage is provided only for treatment of injuries sustained by Covered Persons during Covered Activities, and excludes injuries resulting from suicide, commission of a felony or assault, riot, war, flying except as a fare paying passenger, races or speed contests, any sickness or disease, intoxication, or treatment of existing injuries.

## **Recognition**

At least one annual recognition event will be provided for volunteers. Individual volunteer stations will be encouraged to provide recognition events as well.

## Policy for Hours of Service

### Normal Hours of Work

A Foster Grandparent must serve a minimum of 260 hours annually, or a minimum of 5 hours per week, not to exceed a total of 2,080 hours per year per Federal regulations.

### Request for Reduction of Hours

- A Foster Grandparent Volunteer may request a reduction in hours served. This request must be made in writing to the Program Director. This request may be made for one or more of the following reasons:
  - Change in health status
  - Increased responsibilities at home
  - Physical Limitations
  - Increased Community Responsibilities
  - Desire to serve less hours
- The Program Director will approve or deny the request for reduction of hours, basing the decision upon allowable conditions and always considering what the Program Director considers to be in the best interest of the volunteer. **A volunteer must serve a minimum of five (5) hours per week.**

### Assigning Additional Hours of Work

- When it is determined that unexpended funds are available in the budget that could allow for volunteers to serve additional hours, up to forty (40) hour per week, the Foster Grandparent Program director will take the following steps:
  - Notify all Volunteer Workstations that unexpended funds exist and advise them that they may request that a volunteer be assigned additional hours if the need exists. Requests to change hours must include justification that strongly supports the needs of the volunteer workstation but should also take into consideration each volunteer's ability to handle more hours.
  - Survey volunteers to determine whether they desire to work additional hours. In cases where the Program Director deems it necessary, a request should be made for written verification from a physician that additional hours served will not be detrimental to the well-being of the volunteer.
  - Assign additional hours to volunteers based upon the needs of the Volunteer Workstations. Notification will be made in writing to the Volunteer Workstation and the volunteer involved of the decision of the Program Director as to the increase in hours.
  - Volunteer Workstations that request increased hours for volunteers must be evaluated as to their history of dealing with administrative matters, reports, work plans, and other matters. Volunteer Workstations should also be evaluated as to how well the station supports its volunteers.
- The Program Director will work closely with Curry County's Financial Department and the County Manager to make certain that designated stipend funds are utilized but not exceeded. The number of volunteers currently on board cannot be reduced if additional hours are approved for a Foster Grandparent. It must be made clear to the Volunteer Station Managers that the increase in hours is only until the unexpended funds are exhausted

## **Holidays**

Foster Grandparents will observe the same holidays as the County and are required to have worked the day prior to and the day after the holiday to receive pay for that holiday, excluding the Christmas holidays as the schools are out of session. Foster Grandparents will receive four (4) hours of stipend pay for each of the following holidays:

- New Year's Day
- Dr. Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- President's Day (observed on the Friday after Thanksgiving)
- Columbus Day (observed on Christmas Eve)
- Christmas Day

## **Accrued Leave**

A Foster Grandparent shall accumulate accrued leave at the rate of four (4) hours per pay period. The Foster Grandparent must work a minimum of five (5) hours each week to accrue the hours.

All accrued leave must be used by the end of the work assignment i.e. end of the school year. Accrued leave cannot be rolled over and cannot be paid out at the end of the year.

Accrued leave can also be used for the following kinds of days: snow days, Parent-Teacher Conferences, and holidays that are not observed by the County.

Accrued leave may also be used for sickness or illness of the Foster Grandparent. If a Foster Grandparent is sick for more than three (3) service days, certification by a physician as to the nature of the illness and the employee's ability to return to work may need to be provided.

## **Leave of Absence**

A volunteer may take a leave of absence of up to two (2) months with written notice. The request for a Leave of Absence must be approved by the Program Director. If the leave of absence is taken for medical reasons, a physician's statement of ability to return must be provided and approved in writing by the Program Director before the stipend is paid.

## **Bereavement/Funeral Leave**

Foster Grandparents may receive stipend pay for up to three (3) days bereavement or funeral leave for death of an immediate family member (spouse, parent, sibling, children, grandchildren, and immediate in-law). The Program Director, with approval of his/her supervisor, may extend this time if necessary.

## **Inclement Weather**

Foster Grandparents will adhere to the following inclement weather policy:

- If the school is on an hourly delay, Foster Grandparent will follow volunteer station schedule and be paid for the hours worked that day
- If the school is on full closure, Foster Grandparent will have the opportunity to use accrued leave for that day.
- If in the event that the school meets the allocated full closure days, five (5) snow days for Clovis Municipal Schools, and has another full closure day which will be made up at the end of the school year, the Foster Grandparent can only receive payment for the full closure day and not the make-up day.

## **Travel/Mileage**

Travel time between the volunteer's home and place of assignment may not be considered part of the service schedule and is not paid. Travel time between individual assignments is part of the service schedule and is a stipend. Additionally, attendance at pre-service orientation, in-service training, Community Advisory Council meetings, and recognition events are also considered as part of the service schedule. Volunteers may be reimbursed for mileage if: 1) the travel is entirely within Curry County; 2) mileage will be limited to twenty (20) miles maximum, round trip, all within the boundaries of Curry County; 3) the maximum daily allowance for voluntary travel from home to work will be reimbursed at the rate allowed by the State NM Regulations in effect at the time of travel; 4) Maximum daily allowance for any one volunteer travel shall be one round trip per day.

## **Meals**

Curry County's Foster Grandparent Program will negotiate with the volunteer stations, to the greatest extent possible, for the volunteer station to provide the meal at no cost to the volunteer. If meals are not provided by the volunteer station, the Program Director will arrange or assist with the cost of one meal per day for Foster Grandparents during orientation and training, and, as feasible, on days when volunteer service is provided. This decision will be made at the time of the volunteer's assignment but can be modified during the volunteer assignment as need arises and if funds are available.

## **Stipends**

The stipend a volunteer receives is a payment for hourly service for volunteer related expenses. The stipend is not a salary and it cannot (per Federal regulations) be used to determine or prevent eligibility for any other benefit program such as Medicaid, SSI, housing assistance, food stamps, Social Security or Low-Income Home Energy Assistance Program.

The stipend is not taxable and is not subject to income tax withholding. If a Foster Grandparent has a problem with an agency counting the stipend as income, the Foster Grandparent should contact the Program Director immediately. Tax form 1099 is not applicable and is not issued.

The Foster Grandparent Program provides the stipend to volunteers in order to permit persons to serve their communities and to share their life experiences with others without out-of-pocket expenses. Currently, the hourly stipend, as mandated by Corporation for National Community Service and state regulation is \$3.00 per hour.

## **Temporary Allowance**

In exceptional circumstances such as the COVID-19 Health Pandemic, where a Foster Grandparent is unable to serve, the Corporation of National Community Service may authorize the payment of a temporary allowance for the volunteers. The primary reason for authorizing such an allowance is that these volunteers are trained and experienced service providers. Rather than risking the eventual loss of valuable Senior Corps volunteers because of their inability to serve during this brief period, it is more advantageous to the respective Senior Corps programs, as well as to the individual program sponsors and volunteer stations, to provide this temporary allowance. In addition, the provision of the allowance should help ensure the continuity of operations for these programs. The temporary allowance may be paid by stipend and only to FGP volunteers who are not able to serve. The temporary pay allowance should be paid on the average weekly service hours for the individual volunteer. The temporary allowance must be approved by the CNCS Program Officer/Portfolio Manager.

## **Volunteer Personnel Records**

Foster Grandparent personnel files will contain at least the following information:

- Registration
- Annual income review
- Signed Confidentiality Agreement
- Child Assignment plans
- Enrollment and insurance form
- Criminal background check clearance verification (to include state, Truescreen NSOPR, and Fieldprint FBI fingerprinting)
- Copy of valid driver's license
- Copy of automobile insurance information
- Service schedule
- Annual performance evaluation
- Accompaniment Statement

## **National Service Criminal History Check (NSCHC)**

As of March 1, 2019, grantees must perform a thorough criminal history check for all candidates applying to the Foster Grandparent Program and/or to be employed as grant-funded staff **and** who will have contact on a recurring basis with vulnerable populations such as children, individuals age 55 and older, and persons with disabilities. For these individuals, grantees must conduct a state criminal registry check, a National Sex Offender Public Registry (NSOPR) check through Truescreen that includes all 50 states, the District of Columbia, U.S. territories, and Indian Country, and a FBI Fingerprinting Background Check via Fieldprint. The Foster Grandparent Program Director is primarily responsible for ensuring that the NSCHC process is completed in its entirety and on a timely basis. The Program Director is required by CNCS to take the CNCS e-Course annually and retain documentation of its completion.

Curry County school districts require that the applicant clear **all** background checks successfully **before** they can begin service in the classroom. However, certain circumstances may arise that *prevent* the clearance from all background checks. In the event that someone is allowed to begin volunteering in the school system while awaiting results to clear **all Background Checks**, an Accompaniment Statement (Exhibit E) signed by the applicant, assigned school personnel and the FGP Director will be effective immediately on first day of service in the classroom. A candidate for Foster Grandparent Program who does not have clearance from all three background checks will not be allowed to serve as a Foster Grandparent.

In addition, no individual will be eligible for work or service if he or she:

- a) Refuses to undergo the NSCHC process
- b) Provides false statements in relation to the NSCHS process
- c) Has been convicted of murder
- d) Is required to register as a sex offender

They may dispute and/or challenge the results by utilizing the Grievance Procedure listed on Exhibit A or contacting the FGP Director. However, the safety of our young students and vulnerable populations are of most importance and all decisions will be made with their safety in mind. The Curry County Foster Grandparent program incurs all costs associated with the criminal background checks.

## **NSCHC and PII Confidentiality Safeguards**

Curry County FGP staff have created the following safeguards to ensure the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant.

- a) Any information relating to the criminal history check and personally identifiable information (PII) will be maintained in individual Foster Grandparent personnel file folders.
- b) Any information relating to the criminal history check and personally identifiable information (PII) maintained in individual Foster Grandparent personnel file folders will be kept in a locked file cabinet in the secure FGP/RSVP office at 417 Gidding Suite 100, Clovis NM.
- c) Access to any information relating to the criminal history check and personally identifiable information (PII) will be limited to Foster Grandparent Program Staff, the County Manager and, if need arises, to local law enforcement.

## **Termination of Services**

Foster Grandparents services may be terminated for any of the following reasons:

- Child's need for individual attention through a person-to-person relationship diminishes
- Relationship is no longer satisfying for the Foster Grandparent
- Foster Grandparent's mental or physical condition is detrimental to him/herself or to the children served

Any of the involved parties may terminate services at any time. Ideally, Volunteer Station Staff, the Foster Grandparent (if appropriate), and the Program Director should make this decision jointly.

## **Retirement/Termination/Resignation**

There may come a time when it is in the best interest of the Foster Grandparent to retire, to be reassigned or to be placed on indefinite leave of absence as an active Foster Grandparent. When this time comes, it will be handled with dignity.

An assessment should be made when a Foster Grandparent is no longer able to comfortably or safely work the minimum of five (5) hours per week on a permanent basis. When there are indications that a volunteer is having difficulty with the program or site commitment, a discreet investigation of the situation should be undertaken by the Program Director to determine if the volunteer should retire or be reassigned. This should include observation of the Foster Grandparent and discussion with the workstation staff. The Program Director should complete a workstation evaluation with input from the workstation supervisor. The interests and the wellbeing of the Foster Grandparent will be considered foremost.

It may also be necessary to terminate a Foster Grandparent for other reasons: unauthorized absences, misconduct, an inability to perform assignments, or income in excess of the guidelines established by Federal Corporation for National Community Service.

Each Foster Grandparent will be given the opportunity to appeal and/or grieve a termination action to the RSVP/FGP Advisory Group and the Administrative Services Coordinator of Curry County, and ultimately to the County Manager if the situation remains unresolved. The decision of the Curry County Manager is final. A copy of the Grievance/Appeal Procedure is attached.

The Foster Grandparent Program will not enroll an applicant if he/she has been terminated by the other organization (Retired Senior Volunteer Program) for any of the above reasons. A Foster Grandparent may resign at any time. A resignation must be made in writing and must be signed and dated by the volunteer.

## **Exhibit A**

### **Curry County Foster Grandparent Program Personnel Grievance Procedures**

It is the policy of the Curry County Foster Grandparent Program that every Foster Grandparent receives fair, just and equitable treatment, regardless of position, political and/or religious philosophies, ethnic background, color, or sex; that each Foster Grandparent be given the opportunity to be heard and express his/her grievance with assurance of receiving impartial consideration and freedom from any form of retribution.

#### **Grievance Procedure:**

1. A Foster Grandparent, as an individual or as a group of Foster Grandparents, feeling that his/her rights have not been respected, shall discuss the situation with his/her workstation supervisor to resolve the problem
2. In the event the problem is not resolved, the aggrieved shall meet with the Program Director. At this time either the Program Director, the aggrieved Foster Grandparent or someone of his/her choice will reduce the grievance to writing. It must be signed by the aggrieved. If no immediate solution is reached, the Program Director shall have three (3) working days in which to further consider and to reply to the grievance in writing in an attempt to resolve it. At this time, a copy of the grievance and reply will be forwarded to the Administrative Services Coordinator and the RSVP/FGP Advisory Council. If the Foster Grandparent does not respond in writing to the Program Director's solution within three (3) working days, his/her agreement will be presumed. In the event that the issue or problem is with the Program Director, the grievance in writing will be directly provided to the Administrative Service Coordinator who will present the grievance to the RSVP/FGP Advisory Council and will complete the following process in the place of the Program Director.
3. If no solution to the grievance can be reached from the above steps, the Program Director will schedule a meeting with the Administrative Services Coordinator and the RSVP/FGP Advisory Council.
4. The Program Director will notify the aggrieved individual(s) of the meeting date and time in writing.
5. A copy of the final determination of the grievance by the Administrative Services Coordinator and the RSVP/FGP Advisory Council shall be placed in the Foster Grandparent's personnel file.
6. A Foster Grandparent will not lose pay for any time that is spent in discussion of his/her grievance with the workstation supervisor, the Program Director, or the Administrative Services Coordinator and the RSVP/FGP Advisory Council.

#### **Appeal Procedure:**

1. A participant may appeal the Administrative Services Coordinator and the RSVP/FGP Advisory Council decision in writing, to the County Manager. This must be done within ten (10) working days of receipt of grievance decision by the Administrative Services Coordinator and the RSVP/FGP Advisory Council.
2. The County Manager will review all facts, evidence, written documents, and any other substantial information provided. Within ten (10) working days from the receipt of the appeal the County Manager will schedule a hearing between all parties to resolve the situation.
3. Appeal shall be heard within twenty (20) days after receipt of a written notice of the appeal, unless additional time is necessary, which shall be documented in writing.
4. The decision of the County Manager is final
5. A written record of the decision will be provided to all parties within five (5) working days of the hearing.

**Exhibit B**

**Curry County Foster Grandparent Program**

**Volunteer Confidentiality Statement**

I understand that New Mexico State and Federal laws requires that all information regarding clients and all file material for Curry County Foster Grandparent Program be held strictly confidential. I understand that I may not discuss or transmit in any way to those outside the program any information I may derive concerning clients, their families, or their situations.

My signature on this document signifies that I agree to protect the confidentiality of the program. I understand that I may be terminated from my position with the Foster Grandparent Program if I fail to abide by the requirement for confidentiality.

I understand that the original of this statement will be retained in my volunteer personnel file and I certify that I have received a copy of my signed statement.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date



**Exhibit C**

Foster Grandparent Program  
417 Gidding St. Suite 100  
Clovis, NM 88101  
Phone (575) 763-6009

**Accompaniment Policy while Awaiting Background Clearance**

Date: \_\_\_\_\_

Name of Volunteer (please print): \_\_\_\_\_

For those with recurring access to vulnerable populations, **accompaniment** is required while results for all Criminal Background Checks are pending. Accompaniment must be provided by person(s) who have been cleared in their position. This form will serve as knowledge and agreement to accompaniment and document all instances where accompaniment occurred pending clearance of all Criminal Background Checks.

Please document each instance of accompaniment while checks are pending during service by the above volunteer.

1. Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Name of person who provided accompaniment. \_\_\_\_\_

2. Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Name of person who provided accompaniment. \_\_\_\_\_

*I hereby acknowledge that I \_\_\_\_\_ (name) must be accompanied at all times while in service at \_\_\_\_\_ until I have clearance from all required Criminal Background Checks.*

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_



**Exhibit D**

Foster Grandparent Program  
417 Gidding St. Suite 100  
Clovis, NM 88101  
Phone (575) 763-6009

**Accompaniment Policy on Assignment**

It is the Policy of Curry County Foster Grandparent Program that our members MAY NOT be left in charge of your class or left ALONE with children or groups of children.

Because the safety of our young students is of utmost importance, we ask that you sign this as notice of acknowledgment and agreement.

Thank you,

Suzanne Zamora  
Program Director

Foster Grandparent Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Classroom Teacher Signature:

\_\_\_\_\_ Date \_\_\_\_\_

**Acknowledgement**

I have received a copy of the Foster Grandparent Program Policy Manual and agree to read and abide by the rules and regulations set forth.

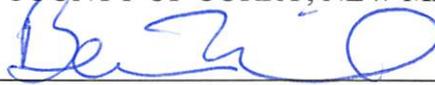
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Adopted by the governing body of the County of Curry this 13<sup>th</sup> day of April 2020.

THE COUNTY OF CURRY, NEW MEXICO



Ben McDaniel, Chairman



Annie Hogland, County Clerk