

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Community Assistance and Development (DCAD)
Coordinated Hunger Relief Program

VOLUNTEER CONFIDENTIALITY

USDA Food and Nutrition Services (FNS) requires that all people who are involved in administrative levels of programs that receive Federal financial assistance maintain strict participant data confidentiality. It is also a requirement of the Coordinated Hunger Relief Program (CHRP).

This form is specific to volunteers involved in one of more of the following programs: The Emergency Food Assistance Program (TEFAP), the Commodity Senior Food Program (CSFP), Supplemental Food Assistance Program Outreach (SNAP-O), WIC Farmers' Market Nutrition Program (FMNP), Senior Farmers' Market Nutrition Program (FMNP), and Double-Up Food Bucks. It only needs to be completed once per volunteer.

This should also be completed by personnel whose employment contract does not include a confidentiality agreement.

A signed copy must be kept on file at the agency.

ACKNOWLEDGMENT

The signer acknowledges and agrees to having the legal and ethical responsibility to maintain the confidentiality and security of all program participant information; from any source and in any form (oral, written or electronic). This includes, but is not limited to, participant and household member names, addresses, contact information and other personal data collected.

By completing this form, the signer agrees to maintain participant data confidentiality.

Date: _____

Agency Name: _____

Volunteer Name (*Print*): _____

Volunteer Signature: _____

This institution is an equal opportunity provider.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Aging and Adult Services at 602-542-4446; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.