

Borough of Spotswood
MIDDLESEX COUNTY OFFICE ON AGING GRANTS
CLIENT CONTRIBUTION POLICY

- A sign is posted in the area where the services are being provided stating that “Agencies that receive funds under the Middlesex County Office of Aging & Disabled Services Area Plan shall not deny any older person a service because the older person will not or cannot contribute to the cost of the service.”
- Client contributions can be made by cash, check or money order.
- Employees who hold the responsibility of handling cash are bonded under the Township’s general liability blanket bond.
- Client contributions are received by employees of the Office on Aging Department only.
- Money is kept in a locked file cabinet prior to being turned over to Finance Department.
- All monies collected are turned over to the Finance Department within 48 hours of receipt in a sealed deposit bag with a transmittal sheet detailing the amount of money being turned over and account to be deposited in. Transmittal sheet is signed by both the person from Office on Aging turning over the money and person from Finance receiving the money.
- Once monies are brought to the Finance Department they are deposited in the bank within 24 hours of receipt by Finance Department. Money is held in the Finance safe while awaiting transit to the bank.
- Client contributions are recorded in a separate account within the Trust Fund. Monies in this account can only be used solely for the purpose of these grants.
- Reporting of client contributions are done on a quarterly basis to the County.