

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

<b>PROGRAM INSTRUCTION</b>	<b>Number 13-PI-17</b>
	<b>Supersedes</b>
	<b>Expiration Date</b>

**DATE:** August 7, 2013

**TO:** AAA Directors  
Local Long Term Care Ombudsman Coordinators

**SUBJECT: Solicitation and Distribution Policy**

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**ACTION REQUESTED:**

Effective upon the issuance of this Program Instruction, local sponsors of the New York State Long Term Care Ombudsman Program (NYSLTCOP) shall not solicit funds or donations and shall not distribute literature or materials for any entity or cause during in-service trainings or certification trainings.

**PURPOSE:**

The purpose of this Program Instruction is to prohibit the solicitation of funds or donations and the distribution of literature or materials for any entity or cause during in-service trainings or certification trainings.

**BACKGROUND:**

In order to provide effective trainings that are focused on issues and topics affecting the Long Term Care Ombudsman Program this solicitation and distribution policy shall be enforced by all Local Long Term Care Ombudsman Programs.

Local sponsors of the NYSLTCOP shall not solicit funds or donations for any entity or cause, including charitable donations, during in-service trainings or certification trainings.

In addition, local NYSLTCOP sponsors shall not distribute literature or materials for any entity or causes during in-service trainings or certification trainings. This policy does not prohibit agencies and organizations which are presenting information as part of an in-service training or certification training from distributing descriptive literature about their respective agency or organization.

**PROGRAMS AFFECTED:**

- |                                      |  |  |                                 |   |
|--------------------------------------|--|--|---------------------------------|---|
| <input type="checkbox"/> Title III-B | <input type="checkbox"/> Title III-C-1 | <input type="checkbox"/> Title III-C-2 |                                 |   |
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E   | <input type="checkbox"/> CSE           | <input type="checkbox"/> SNAP   | <input type="checkbox"/> Energy           |
| <input type="checkbox"/> EISEP       | <input type="checkbox"/> NSIP          | <input type="checkbox"/> Title V       | <input type="checkbox"/> HIICAP | <input checked="" type="checkbox"/> LTCOP |
| <input type="checkbox"/> Other:      |  |  |                                 |   |

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