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NEBRASKA DEPARTMENT OF
HEALTH AND HUMAN SERVICES

15 NAC 5

TITLE 15 AGING SERVICES

CHAPTER 5 SENIOR VOLUNTEER PROGRAM

001. SCOPE AND AUTHORITY. These regulations govern the Senior Volunteer Program. The regulations are authorized by and implement the Nebraska Senior Volunteer Program Act, Nebraska Revised Statute (Neb. Rev. Stat.) §§ 81-2273 to 81-2283, and § 81-2210.

002. DEFINITIONS. Senior Volunteer definitions are located in this Title, Chapter 1.

003. SENIOR VOLUNTEERS.

003.01 ELIGIBILITY CRITERIA. An individual must meet the statutory requirement to serve as a senior volunteer.

003.01(A) AGE. An individual must be age 60 or older.

003.01(B) NON-DISCRIMINATION. Recruitment, selection and eligibility may not be restricted on the basis of education, experience, citizenship, race, color, creed, belief, sex, national origin, disability, sexual orientation, or political affiliation.

003.01(C) BACKGROUND CHECKS. Background checks must meet requirements as set forth by the State Unit on Aging.

003.02 SENIOR VOLUNTEER BENEFITS. Senior volunteers may receive:

- (A) Transportation expenses to and from their residences and place where services are to be rendered;
- (B) One free meal when reasonably available during each day that services are rendered;
- (C) An annual physical examination; and
- (D) Accident, personal liability, and excess auto insurance coverage while volunteering.

003.03 SENIOR VOLUNTEER ASSIGNMENTS. Assignments and activities may involve person-to-person relationships with the individuals served or include service to the volunteer station. Appropriate activities may include but are not limited to: personal care, nutrition duties, social or recreational activities, home management, information and advocacy, respite care, service senior center meals, and home delivered meals.

004. SERVICE PROVIDER.

004.01 SERVICE PROVIDER ELIGIBILITY. Public agencies and private non-profit organizations that have the capacity to accept and the capability to administer these grants are eligible.

004.02 SERVICE PROVIDER RESPONSIBILITY. The service provider is responsible for all programmatic and fiscal aspects of the project. The service provider must:

- (A) Designate a project director who is directly responsible to the sponsor for the management of the project;
- (B) Provide for the recruitment, assignment, supervision, and support of volunteers. Special efforts must be made to recruit and assign persons from minority groups, people with disabilities, and hard-to-reach individuals;
- (C) Provide financial and in-kind support to fulfill the project's local share commitment;
- (D) Provide the volunteers with accident, personal liability, and excess auto liability insurance as provided below:
 - (i) Provide a Certificate of Insurance to the State Unit on Aging to ensure while volunteering, senior volunteers are included under the service provider's insurance policies; and
 - (ii) Adhere to the State Unit on Aging's subaward requirements related to General Insurance, Commercial General Liability and Commercial Automobile Liability insurance provisions and maintenance of the required amounts of insurance;
- (E) Provide for recognition of the volunteers and their activities;
- (F) Establish grievance and appeal procedures for volunteers following the guidance provided by the State Unit on Aging;
- (G) Maintain project records in accordance with generally accepted accounting principles and provide for accurate and timely preparation and submission of reports required by the State Unit on Aging;
- (H) Provide training prior to the start of service and quarterly thereafter;
- (I) Provide or arrange for direct benefits as described in 003.02 of 15 Nebraska Administrative Code (NAC) 5;
- (J) Ensure that liability insurance is maintained for owned, non-owned, or hired vehicles used in the project;
- (K) Develop a transportation plan for the project based on lowest cost transportation modes; and
- (L) Conduct an annual appraisal of the volunteers' performance using forms prescribed by the State Unit on Aging and an annual review of volunteers' driver's record and liability insurance.

005. PROJECT DEVELOPMENT.

005.01 GRANT APPLICATION. The State Unit on Aging may solicit project proposals. Any eligible organization may file an application for a grant. Any grant application is not guaranteed to be funded.

005.02 GRANT REVIEW AND AWARD PROCESS.

005.02(A) GRANT SELECTION. Grant applicants whose proposals provide the best potential for serving the purpose of this program may be awarded available funds.

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005.02(B) FUNDING LEVEL. Individual project grants of up to a maximum of \$25,000 are awarded annually and are subject to appropriations and other funding available.

005.02(C) LOCAL MATCH. Local match may be in the form of cash or in-kind resources. Local match must be equal to or greater than 10% of the amount of the grant.

005.03 MONITORING AND REPORTS. Grantees are subject to monitoring of program activity funded through these grants. Grantees must submit quarterly program reports to the State Unit on Aging describing the number of volunteers, hours of service, persons served, and training provided. Reporting format and content requirements are prescribed by the State Unit on Aging.