

Letters of Agreement for In-Home Assignments

Requirements:

- (1) According to [45 CFR 2553.62\(c\)](#) volunteer stations managing assignments in private homes must develop a Letter of Agreement describing and authorizing the RSVP volunteer activities in each home (**See a sample letter below**). The requirement for Letters of Agreement must be incorporated in the Memorandum of Understanding.
- (2) Letters of Agreement contain a statement authorizing an RSVP volunteer assignment in a person's home and designating the activities to be performed. The Agreement also defines arrangements for days and hours of service and the specific plan for the RSVP volunteer's supervision. The person to be served (or their legal guardian), the volunteer station, and the sponsor sign the letter of agreement.
- (3) The Letter of Agreement provides a common understanding of what the senior volunteer will and will not do while on an in-home assignment. Such an agreement is not required for casual or friendly visiting that is not part of a regular, ongoing program of activities organized by a volunteer station. For example, the delivery of meals to a home would normally not require a Letter of Agreement.
- (4) Projects working with organizations, such as hospices, which have obtained Letters of Agreement, or equivalent written agreements with their individual clients, may sign general letters of agreement covering all of the organization's home based clients, rather than obtaining individual letters for each person. The Memorandum of Understanding with the volunteer station must reference any such agreements.
- (5) It is strongly recommended that sponsors establish policies to ensure that criminal history checks are performed for RSVP volunteers who will have contact on a recurring basis with children, frail adults, persons with disabilities or other potentially vulnerable individuals. Name checks of volunteers can be performed at the National Sex Offender Public Website, www.nsopw.gov, maintained by the U.S. Department of Justice. See [NSCHC webpage](#) for more information about criminal history checks.

Sample Letter: (see following page)



_____ RSVP

Letter of Agreement for In-Home Assignment

_____ RSVP has been asked by _____ to place
_____ (Volunteer Station)
_____ in the home of _____
_____ (Name of RSVP volunteer)
_____.
_____ (Name) _____ (Address)

The following services have been approved by the volunteer station staff and will be performed by the RSVP volunteer _____

The Volunteer Station Supervisor for this assignment is: _____

The RSVP volunteer will serve _____
(Day(s) of the Week)

from _____ to _____
(Approximate Service Schedule)

Volunteer services may be terminated by the sponsor at any time upon request of any of the undersigned parties.

Signed: _____
Sponsor Representative Date

Volunteer Station Representative Date

Person Served or Legally Responsible Person Date

RSVP Volunteer Date