ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Operation Santa Claus and Senior Santa and Friends **Number:** D 10

Programs

Approved: Signature on File **Date:** 02-26-07

POLICY

As authorized by the Board of Supervisors, the Social Services Agency (SSA) shall develop, implement and coordinate ongoing activities to help provide holiday and special occasion gifts to children, elderly, and disabled persons. Many of these persons are victims of abuse or neglect, and are clients of the Orange County SSA, Health Care Agency (HCA), the Probation Department and, in some cases, other County agencies. These programs are called Operation Santa Claus (OSC) and Senior Santa and Friends (SSF).

SSA's responsibilities include the ongoing utilization of agreements with other County agencies/departments and "community partners" (non-County organizations) for collection and distribution of gifts, including, but not limited to, the Orange County Foster Care Auxiliary, Orangewood Children's Home (OCH), HCA, Housing and Community Services, the Probation Department, Toys for Tots, St. Vincent DePaul, and the Orange County Fire Authority. Additionally, a fiscal agent for distribution of funds shall also be secured which is currently assigned to Orangewood Children's Foundation for OSC, and the Orange County Community Foundation for SSF.

It is the intent of the Board of Supervisors and SSA that, as much as is reasonably possible, the tradition of reliance on voluntary donations and support be continued and reflected in the budget and operations of the program rather than the use of public funds.