

Title X Requirements Acknowledgement Form



Title X projects are required to document that staff have been informed of certain key Title X Training Requirements. This is a sample of a form that can be used to help meet your family planning project's training requirements.

Name: _____ **Position:** _____

Title X family planning project staff are required to acknowledge annually that they have read and understand certain key Title X requirements, as referenced below. Please familiarize yourself with the requirements and then sign the following acknowledgements.

1. I agree that I am aware that Title X family planning services must be provided without regard to religion, race, color, national origin, disability, age, sex, number of pregnancies, or marital status.

Signature: _____ Date: _____

2. I agree and I am aware that services are to be provided on a voluntary basis.

Signature: _____ Date: _____

3. I am aware that if I coerce or try to coerce any person to accept services, to use or not use any particular method of family planning, or to undergo an abortion or sterilization procedure, I could be fined or imprisoned.

Signature: _____ Date: _____

4. I agree and I am aware that the Title X project may not perform, promote, refer for, or support abortion as a method of family planning.

Signature: _____ Date: _____

5. I agree and I am aware that services must be provided in a way that ensures client confidentiality. Information obtained by project staff about an individual receiving services may not be disclosed without the individual's documented consent, except as required by law or as may be necessary to provide services to the individual, with appropriate safeguards for confidentiality.

Signature: _____ Date: _____

6. I agree and I am aware of the policies and processes that exist to access language translation services when needed.

Signature: _____ Date: _____

Title X Program Requirements for Acknowledgement

Voluntary and Non-Coercive Services

Family planning services are to be provided solely on a voluntary basis (Sections 1001 and 1007, PHS Act; 42 CFR 59.5 (a)(2)). Clients cannot be coerced to accept services or to use or not use any particular method of family planning (42 CFR 59.5 (a)(2)).

Acceptance of FP Services not a Prerequisite for Eligibility or Services

A client's acceptance of family planning services must not be a prerequisite to eligibility for, or receipt of, any other services, assistance from, or participation in, any other program that is offered by the grantee or subrecipient (Section 1007, PHS Act; 42 CFR 59.5 (a)(2)).

Personnel working within the family planning project may be fined or prosecuted for coercing or endeavoring to coerce any person to undergo an abortion or sterilization procedure, by threatening such person with the loss of, or disqualification for the receipt of, any benefit or service under a program receiving Federal financial assistance shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. (Section 205 of Pub. L. 94-63)

Standards of compliance with prohibition on abortion. This project may not provide abortion and does not include abortion as a method of family planning. This Title X project may not perform, promote, refer for, or support abortion as a method of family planning, nor take any other affirmative action to assist a patient to secure such an abortion (42 CFR 59.13).

Non-Discriminatory Services

Services must be provided without regard to religion, race, color, national origin, disability, age, sex, number of pregnancies, or marital status (42 CFR 59.5 (a)(4)).

Confidentiality.

Every project must have safeguards to ensure client confidentiality. Information obtained by project staff about an individual receiving services may not be disclosed without the individual's documented consent, except as required by law or as may be necessary to provide services to the individual, with appropriate safeguards for confidentiality. Concern with respect to the confidentiality of information may not be used as a rationale for noncompliance with laws requiring notification or reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, human trafficking, or other similar reporting laws. Information may otherwise be disclosed only in summary, statistical, or other form that does not identify the individual (42 CFR 59.11).

Facilities and Accessibility of Services

Title X clinics must have written policies that are consistent with the HHS Office for Civil Rights policy document, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (August 8, 2003) (HHS Grants Policy Statement 2007, II-23). Projects may not discriminate on the basis of disability and, when viewed in their entirety, facilities must be readily accessible to people with disabilities (45 CFR 84).

Sources:

1. Title X Program Requirements <https://www.hhs.gov/opa/guidelines/program-guidelines/program-requirements/index.html>
2. [Title 42: Public Health PART 59—GRANTS FOR FAMILY PLANNING SERVICES Subpart A—Project Grants for Family Planning Services.](#)