[INSERT AGENCY NAME AND LOGO]

**FAMILY PLANNING PROGRAM POLICY AND PROCEDURES**

|  |
| --- |
| 1.1 Voluntary ParticipationFamily 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)).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 must be informed that they may be subject to prosecution if they coerce or try to coerce any person to accept services or to employ or not to employ any particular methods of family planning (Section 205, Public Law 94-63, as set out in 42 CFR 59.5(a)(2) footnote 1). |
| **Policy Title** | **Voluntary Participation** |
| **Effective Date** |  |
| **Revision Dates** |  |
| **Review Due Date** |  |
| **References** | Providing Quality Family Planning Services: Recommendations from the Centers for Disease Control and Prevention and the U.S. Office of Population Affairs (QFP) Appendix C (pages 45–46)<https://www.hhs.gov/opa/guidelines/clinical-guidelines/quality-family-planning/index.html> Code of Federal Regulations 42 CFR 59.5(a)(2) <https://www.ecfr.gov/cgi-bin/text-idx?SID=c1cbd72e13f7230f1e8328fa52b57899&mc=true&node=sp42.1.59.a&rgn=div6#se42.1.59_15> |
| **Approved by Signature** |  |
| **Approved Date** |  |

**Purpose:** The purpose of this policy is to describe ***(insert Agency Name)*** process for ensuring grantee and subrecipient compliance with the requirement that family planning services are to be provided solely on a voluntary basis, that a client’s acceptance of services must not be a prerequisite to eligibility for any other services, and that personnel will be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure.

**Policy:** *[Agency may want to include the following]*

* Services will be provided on a voluntary basis and clients may not be coerced to use any particular method of contraception or services.
* Staff will be informed at least once during the project period that:
	+ clients may not be coerced to use contraception, or to use any particular method of contraception or service,
	+ 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,
	+ they may be subject to prosecution if they coerce, or try to coerce, any person to undergo an abortion or sterilization procedure.
* General consent forms or other documentation at service sites (and/or maintained in electronic health record) will inform clients that services are to be provided on a voluntary basis.
* Each client will sign a general consent form.
* Administrative policies at service sites include a written statement that receipt of family planning services will not be a prerequisite to receipt of any other services offered by the service site.
* General consent forms or other documentation provided to clients will state that receipt of family planning services is not a prerequisite to receipt of any other services offered by the service site.
* If any family planning services are not provided directly, subcontracts for family planning services will specify that administrative policies used by service sites include a written statement that services are provided on a voluntary basis.

**Procedure:** *[Agency may want to include the following]*

* How and where staff are notified about this policy will be documented (e.g., statement signed by employee, staff circulars, training records, orientation checklist, etc.) at the grantee, subrecipient, and service site levels.
* Grantee’s process for monitoring subrecipients and service sites to ensure compliance with this requirement.
* How staff will be trained and updated on changes to this policy.
* How staff can access this policy (location of paper/electronic version(s)).