

C·B·H



November 13, 2008

Dear Provider:

As the year draws to an end, we see a great deal of good will expressed throughout the community. We would like to take this time to express our sincerest gratitude and best wishes in this joyous holiday season.

While it is tradition to exchange gifts during this season, we are respectfully asking that gifts not be sent to our agency or to our employees on your behalf. If you are intending to send us a gift as a token of your appreciation, we would like to suggest that in lieu of the gift, you make a donation to one of the many worthy non-profit organizations that are doing good work in our community. In this way we can avoid any appearance of a conflict of interest while doing good work amongst the people that we both serve.

The above complies with the City of Philadelphia Executive Order No. 00002-04 on Gifts, Gratuities and Favors.

Thank you for your support and we wish you a safe, healthy and prosperous New Year 2009.

*Carolyn A. Handy*

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Ethics Officer