

CONSUMER PERSONAL FUNDS POLICY

I. Policy

The Marshall County Group Homes, Inc. (MCGH) will ensure that each consumer retains and uses personal funds, unless restrictions are required in a consumer's Financial Authorization. This will initially be determined by the Expanded Support Team upon a consumer's admission and reviewed Annually thereafter. Should the determination indicate the consumer has the skills for effectively managing his/her personal funds, the consumer shall be given full access to and responsibility for his/her personal funds.

All consumer's and/or their legal guardians, conservators, or representative payees shall receive a written copy, and verbal explanation of the Consumer Personal Funds Policy. This notification shall be given to consumers and/or Legal Representatives at the time of their admission.

The MCGH will ensure separation of each consumer's funds from funds of the MCGH, residential program funds.

The MCGH staff and contractors will not:

- a) Borrow money from a consumer.
- b) Purchase personal items from a consumer.
- c) Sell merchandise or personal services to a consumer.
- d) Require consumer to purchase items for which the MCGH is eligible for reimbursement.
- e) Use consumer funds to purchase items that should be paid for by medical assistance.

II. Procedure

If a consumer's Coordinated Service and Support Plan (CSSP) requires the MCGH program assist the consumer with safekeeping of money or property, MCGH will:

- a) Have written authorization to do so by the consumer or the consumer's legal representative, and the consumer's case manager. (See Funds and Property Authorization)
- b) Document receipt and disbursement of the consumer's funds or property.
- c) Limit the value of cash and valuables retained by the MCGH to an amount designated by the consumer or the consumer's legal representative as stated in the consumer's CSSP.
- d) Return funds and valuables in the MCGH possession to the consumer or consumers legal representative, upon the consumer's or legal representatives request, subject to restrictions in the consumer's CSSP, as soon as possible, but no later than (30) calendar days after the date of the written request.
- e) The MCGH will document and implement upon consumer's admission and at Annual Review thereafter, authorization and preferences of the consumer and/or consumer's legal representative and the case manager for frequency of receiving a statement that itemizes receipts and disbursements of consumer funds or other property. Copies of statements, check registers and receipts (if requested) will be sent to the consumer's legal representative as requested on the Funds and Property Authorization.
- f) The MCGH Direct Care Coordinator will reconcile each consumer's bank statement and petty cash (if applicable) and assure there is an appropriate receipt for each expenditure. Direct Care Coordinator will sign and date these documents when completed and mail copies to each consumer's legal guardian and/or case manager according to their preferences as requested in the Funds and Property Authorization.



- g) The MCGH ADM will monthly review the documented receipt and disbursement of all consumers' funds or other property and see that copies are mailed to the consumer's guardian at frequency requested at admission or at the Annual Review meeting. ADM will see that a receipt for each item purchased is present and statements are reconciled by the Direct Care Coordinator. ADM will sign and date when this review is completed on each bank statement.
- h) MCGH financial records will be maintained a minimum of (7) seven years following Discharge or termination of services or program closure.

Consumer's Signature

Date

Legal Guardian or Representative

Case Manager

MCGH RPS