

POLICY AND PROCEDURE ON PARTICIPANT FUNDS

New 5/15

I. PURPOSE

The purpose of this plan is to detail the agency's policies and procedures addressing participant cash management and control.

II. POLICY

According to MN Statutes, section 245D.06, subdivision 4, and MN Statutes, section 245A.04, subdivision 13, Achieve Services may assist participants with the handling of their funds given specific requirements that are outlined in section III Procedure of this policy.

III. PROCEDURE

- A. Achieve will obtain authorization from the individual receiving service/legal representative within five working days of service initiation and renewed annually thereafter. At the time initial authorization is obtained, Achieve Services will survey, document and implement the preference of the person or the person's legal representative and case manager for frequency of receiving a statement that itemizes receipts and disbursements of funds. Achieve Services will document changes to these preferences when they are requested.
- B. Each participant retains the use and availability of their personal funds unless their individual plan or legal representative outlines restrictions. This is determined upon admission and annually thereafter.
- C. A written log/ledger will be kept for cash held at Achieve for each participant. This information will include:
 - 1. The identity of the person
 - 2. The date of each entry (deposit, withdrawal, balance check).
 - 3. The current balance of the account.
 - 4. A description of any deductions made and how the money was spent.
- D. Any cash received for deposit into the account or removed from the account will be documented in writing in the log/ledger by the designated staff. All funds must be kept locked in a secure place.
- E. Amounts in excess of one weeks' worth of funds (approximately \$10.00) will be kept in a locked area in a locked box. In most cases this will be a Program Supervisor's office area.

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- F. A receipt should be kept when possible unless the legal representative or county case manager makes other arrangements. This is determined during initial admission and annually thereafter. When a receipt is not available, such as through a vending machine purchase, staff will hand write a receipt with total cost, date, and item purchased. Receipts will be kept with the participant funds in the locked box unless the legal representative request they are sent home. In this case staff will maintain a copy of the receipt for Achieve records.
- G. A copy of each participant's expense log/ledger will be sent to each team member in the frequency requested by the legal representative and county case manager. This is formally determined upon admission and annually thereafter.
- G. Participant funds should be kept separate from other participant funds and never mixed with other agency funds. Participants should have their own account if they need assistance handling their money while at Achieve.
- H. Participant change from purchases will either be sent home or maintained in their own separate account in a locked area (outlined above) at Achieve. This determination is made between Achieve staff, the participant and their legal representative.
- I. When a participant or their legal representative requests that their funds be returned to them, subject to the restrictions in the participant's individual plan, the funds will be distributed no later than 3 working days after the request.
- J. Upon transfer or death of a participant, any funds or other property of the person will be surrendered to the person or the person's legal representative, or given to the executor or administrator of the estate in exchange for an itemized receipt.
- K. Achieve Services and program staff must not:
 - 1. borrow money from participants;
 - 2. purchase personal items from participants;
 - 3. sell merchandise or personal services to participants;
 - 4. require participants to purchase items for which Achieve is eligible for reimbursement;
 - or
 - 5. use funds of participant to purchase items for which Achieve is already receiving public or private payments.