

POLICY/PROCEDURE TITLE: Personal Funds of Individuals Served POLICY/PROCEDURE #: 701 Section: Provider Network Developed and maintained by: Accountant Scope: <input checked="" type="checkbox"/> ACCMHS Staff <input type="checkbox"/> MH/IDD, <input type="checkbox"/> Housing, <input type="checkbox"/> SUD, <input type="checkbox"/> Integrated Health, <input checked="" type="checkbox"/> ACCMHS Contract Providers <input type="checkbox"/> Other _____	Approved By: _____ (Executive Director)	
	Approved By: _____ (Medical Director; <i>as applicable</i>)	
	DATES	
	First Effective	06/2013
Revised	12/2020	
Supersedes	12/2019	

POLICY:

It is the policy of Allegan County Community Mental Health Services (ACCMHS) to ensure proper management and accountability of personal funds of Individuals served by ACCMHS when a contracted provider manages funds on behalf of Individuals.

PROCEDURES

I) General

- A) Personal funds of Individuals are any monies, securities, bonds or stocks that are received by a contracted ACCMHS provider from, or on behalf of, an Individual.
- B) Individuals' personal funds may be managed by a provider in a licensed residential setting or a supported independent living (SIL) setting, a representative payee, a designated guardian or custodian or the Individual.
- C) Providers in a licensed residential setting must adhere to Adult Foster Care licensing administrative rules.

II) Guidelines

- A) Providers will adopt, maintain and follow a policy for the management and accountability of the personal funds of Individuals served on behalf of ACCMHS.
- B) All personal funds are to be treated as a trust obligation. Funds are to be maintained in a secure environment.
- C) An Individual shall have access to and use of personal funds belonging to him/her.
- D) Neither the provider nor staff of the provider shall take or borrow money or valuables or credit/identity from an Individual even with the consent of the Individual; this includes the use of an Individual's public assistance (i.e. Bridge Card/food assistance, etc.).
- E) Personal funds must be kept separate and apart from all funds and monies of the provider.
- F) An Individual's personal funds must not be commingled with other Individuals' personal funds.
- G) The provider must maintain a separate record of each Individual's personal fund activity/balance.
- H) The provider will not charge an administrative or service fee to an Individual for the cost of maintaining his/her personal funds.
- I) The provider shall maintain Resident Funds Part II (BCAL 2319) or equivalent form for all Individual funds for which they are the custodian. All transactions affecting Individual personal funds shall be recorded on this form. A running total shall be maintained at all times.

- J) The provider is responsible for documenting all usages of Individual personal funds with receipts or with a written note when a receipt is not customary.
- K) If bank accounts are established, the monthly/quarterly bank statement shall be reconciled regularly to the Resident Funds Part II (BCAL 2319) or equivalent form maintained for funds deposited to the bank account.
- L) The provider will audit Individual personal funds at least annually. The results of the audit must be documented and available for review by ACCMHS staff.
- M) ACCMHS staff will perform periodic compliance audits of Individual personal funds to ensure compliance with this policy.
- N) The maximum amount of money physically maintained at a licensed residential setting or SIL setting shall not exceed \$200 per person. Personal funds greater than \$200 must be kept in a bank account. Short-term exceptions for impending purchases are allowed.
- O) Personal funds maintained at a licensed residential setting should not be used for goods or services ordinarily provided by the program (e.g., adaptive equipment, food, etc.). Exceptions for special circumstances may occur with the approval of guardian/payee.