

CLIENT FINANCES POLICY

Protection of a Client's Funds and Benefits

Supported living providers may assist with managing a client's personal funds only under limited situations when the client needs assistance with money management and natural supports are not available to assist. In these limited situations, the provider shall assist the client to maintain a separate checking account or savings account for all personal funds.

There must be a monthly reconciliation to the account's total as noted on the bank statement and shall be retained by the provider for review.

The provider agrees to notify APD in writing prior to any filing for bankruptcy protection.

Personal Funds

- The provider shall not allow any client's personal funds to be co-mingled (except as provided for single trust accounts) with funds of another person, including those of the provider or any of its employees or family of the provider or employees
- If a single trust account is maintained for all clients' personal funds, a separate accounting must be maintained for each client's funds, which reconciles monthly to the account's total as noted on the bank statement and is retained by the provider for review by APD or AHCA.
- The provider agrees to maintain a separate checking account for any personal funds of any and all clients in the care of, or receiving services from, the provider
- Neither the provider nor its employees nor family members of the employee or provider can benefit financially by borrowing or otherwise using the personal funds of a client served by the provider
- Providers who manage any aspect of the client's personal funds shall regularly review bank statements and bank balances to ensure Medicaid eligibility is maintained and shall immediately notify the WSC and APD Regional Office when they become aware of an issue that could jeopardize the client's Medicaid eligibility

Financial Authorization

The provider shall maintain on file *a written consent to manage personal funds*, signed by the client or the client's legal representative.

Representative Payee

- Neither the waiver provider nor its employees nor family members of the provider will be named representative payee for Social Security benefit checks with the exception of supported living agency providers.
- Supported living providers must review, with the client and the legal representative, if applicable, alternative payee options. The provider must notify APD and provide documentation of the above prior to becoming the representative payee.
 - An acceptable arrangement may not include the client's parents, step-parents, guardian, or guardian advocate living in the same residence.
- A copy of each client's annual representative payee report to the Social Security Administration must be maintained on file by the provider and available to APD for inspection.
- Supported living provider agencies choosing to serve as representative payees for clients they serve can do so upon review and approval of the client's circumstance by the APD Regional Office.
- If a supported living provider agency is chosen by the client or legal representative to serve as a representative payees, the supported living provider must document informed consent of the client or legal representative's choice and follow all applicable Social Security representative payee guidelines
- Supported living coaches may only be the representative payee under the following circumstances:
 - There are no other available persons to serve as the representative payee
 - The individual entered supported living and representative payee arrangement prior to the promulgation of the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations handbook (09/2015)
 - Authorization is granted by the APD regional office for arrangements made after the promulgation of this handbook

Dwelling

Neither the provider nor its employees nor family members of the provider shall serve as landlord for clients served by the provider nor shall they benefit from the sale of property to a client for whom they provide services.

Life Insurance/Will

Neither the provider nor its employees nor any family members of the employee or provider can receive any financial benefit as a result of being named the beneficiary of a life insurance policy covering a client served by the provider or receive any financial benefit through the will of the client at the time of his or her death.

Expense Log

- The provider shall maintain and file an expense log and receipts for single item purchases of \$25.00 or more
- A monthly report of expenditures will be provided to the legal representative, if applicable

Individual Financial Profile

An Individual Financial Profile:

- provides an analysis of the household costs and revenue sources associated with maintaining a balanced monthly budget for the client
- substantiates the need for a monthly subsidy or initial start-up costs
- serves as a source of information for determining strategies for assisting the client in money management

The IFP is completed by the supported living provider and client and submitted to the WSC:

- no more than ten days from the onset of services
- updated following the selection of housing by the client
- every quarter
- if the financial situation changes

One-time or Recurring Subsidy

- the profile must be submitted to and approved by the APD regional office:
 - before the client signs a lease
 - any time the client's finances change
 - annually

I have read and fully understand the Client Finances Policy and agree to follow its dictates.

Staff Signature

Date