

# Developmental Disabilities Program Policy and Procedures Manual

Control# 01.03.331

Volume 1: Program Administration Section 3: Developmental Disabilities Program Policies  
Subject: Consumer Funds and Personal Property Accountability

## PURPOSE OF POLICY

(331.1): The Department of Public Health and Human Services, Developmental Disabilities Program, in recognition of and in order to protect the rights and privileges of individuals with Developmental Disabilities receiving any form of Developmental Disabilities Program residential services, wherein the provider has knowledge of the individual's funds and personal property and it is mandatory in a licensed residential setting; hereby adopts a policy for service provider accountability in the handling of consumer funds and personal property.

## FEDERAL AND STATE REQUIREMENTS (331.2)

Providers will comply with all applicable federal and state laws and rules governing the handling of client funds, including, but not limited to, 20 CFR 404 subpart U.

## ACCOUNTING FOR CLIENT (331.3)

In accounting for consumer funds, providers will adhere to generally accepted accounting principles. The accounting will include the sources of income which are under the control of the corporations, such as Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), and other major sources.

## ACCOUNT LEDGER (331.4)

Providers will establish for each client an individual account ledger which will state as is pertinent the following information: name, social security income, monthly personal needs allowance, and the net to the corporation. This applies to all individuals receiving Developmental Disabilities Services in residential settings wherein the provider has knowledge of the individuals account information and it is mandatory in licensed residential settings.

## ACCOUNT

RECONCILIATION (331.5) Each consumer account must be reconciled monthly.

## EXCESS FUNDS (331.6)

When a consumer accumulates funds in excess of immediate needs, an interest bearing savings account in the name of the consumer along with a named beneficiary, must be opened in a bank or savings and loan association, unless a guardian with fiscal

authority feels it is not in the best interest of the individual. It must be stated in the **Plan** of Care where the money is deposited and who has authority to access the funds and under what conditions the funds may be accessed. An accounting of the funds must be available upon request by the Developmental Disabilities Program Administrator, state auditor or Case Manager. The account should clearly show that the representative payee has only a fiduciary responsibility and does not have a personal interest in the funds.

**CLIENT PROPERTY**  
(331.7)

The Developmental Disabilities Program service provider must establish an inventory record for each consumer in a licensed residential setting, listing all items over ten dollars purchased by consumer personal funds. If a consumer transfers to a different living arrangement, all listed property must transfer with that individual. Consumer personal property may not be sold or purchased for less than it's market worth, based on a reputable appraisal.

**CONTRACT**  
**ENDORSEMENT**  
(331.8)

These consumer funds and personal property accountability requirements are hereby subject to inclusion into contract language by reference, and will be applicable to all Developmental Disabilities Program contracts effective July 1, 2009, and thereafter, as required for consumer fund accountability.

**DISCLOSURE OF**  
**INFORMATION** (331.9)

All consumer funds and accounts which the provider has knowledge and control of must be reported to the Office of Public Assistance in accordance with change requirements of the programs of which the consumer is a recipient. Consumer funds, accounts, and property information must be made available to the Developmental Disabilities Program or auditor upon request.

  
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Director, Developmental Disabilities Program

6-28-10  
Date

  
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Web Manager, Developmental Disabilities Program

6/28/10  
Date