

Policy and Procedure FOR MANAGING EXPENSES FOR CLIENTS AT HOMES

CLIENT BANK ACCOUNTS-CLIENT CASH – CICL KEY CARD- CICL CASH-HOME BILLS

Section – 900, clothing and personal effects
Date Adopted 11/86

Subject – Client Funds
Date Revised 05/92, 12/94, 06/95, 08/02, 08/14, 07/15

Choices in Community Living maintains client funds according to the client's ISP, rules promulgated by DODD and Social Security Administration and Ohio Department of Jobs and Family Services. CICL will typically serve as the payee for individuals served in our residential programs.

To ensure the safe keeping of client funds, CICL will typically make purchases and pay client expenses for individuals using agency funds. All expenses will go through agency process for proper allocation and validation, only then will the individual be invoiced and their personal funds spent.

CICL expects the Home Manager/Home Administrator to manage each individual's expenses within the parameters of their resources as defined by a monthly budget. If expenses increase or resources decrease outside the parameters of their budget, the Home Manager/Home Administrator should notify their supervisor, the individual's SSA and the Fiscal Director and develop a solution.

CLIENT BANK ACCOUNTS

- Each client will have a checking account and/or a savings account. These will only be opened with the CICL finance department involvement. Client checkbooks are typically kept by the Program Director in a locked and secure location.
- Bank statements will be obtained by the CICL Fiscal office in Dayton to be scanned into the client file. A copy is given to the PA/manager and Program Director.
- PA/home manger is responsible to reconcile each client account to bank statement by the 15th of each month
- All income and expenses made to the account must be recorded in the checkbook register/ledger.
- All income and expenses on the account must have a separate receipt/document identifying the nature of the transaction. All checks written must have a receipt. Automatic payments must also have a receipt.
- All expense receipts must include this information : Name of client/ date /staff initials or signature making the expense /what was purchased /amount /Check #

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Each month the PA/manager is responsible for turning in to the Consumer Benefits Specialist and the Program Director (if requested) the:

1. Reconciled Client Checking account bank statement. All PA's and managers must sign and date the front of the reconciled bank statement acknowledging that they have reconciled said statement. If desired, Program Director may review and sign off. Typically the Consumer Funds Specialist will sign off on reconciled bank statements.
2. Photocopy of the Client checking account register/ledger for the entire month
3. receipts/documents reconciling with client check ledger
4. Consumer Funds Specialist checks the reconciliation bank statement, receipts, register, and other support documents, signs and files.

CLIENT CASH

- Unless stated as an ISP learning goal, always use CICL cash for client cash needs (such as, recreational events) in all homes where unrelated people live. Receipts for cash purchases are always required.
- If ISP determines client should keep their own cash at home:
 - PA/manager with the PD should outline a method of how client keeps their cash safe and amounts documented
 - When any amount of cash is given to client this must be documented on a ledger and a receipt must be signed by client (or guardian or individual who is holding the funds for the client).

CICL KEY CREDIT CARD

- CICL issues Key Bank credit cards to PA's/managers and other selected employees to make purchases for client goods, services and other agency approved expenses. All expenses over \$250 must first have the approval of a supervisor. The individual employee PA/manager and/or card holder to whom the card is issued is responsible for all purchases made on this card. All expenses must be accompanied by receipts indicating the nature of the purchase by writing on the receipt: name of client or reason for expense, amount, description of purchase, date, and name of employee making the purchase. By the first week of each month, the card holder is responsible for allocating each card transaction on the Key

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Bank on-line banking system for the previous month for all transactions. All receipts for these expenses will be turned in with a copy of the Key Bank monthly credit card activity report to their Program Director /supervisor.

- Program Director reviews (desk audit to check receipts, timeliness, validate expense), approves and forwards to Finance department.
- Finance Department reviews and allocates expenses to each client.
- Each client is invoiced for their monthly expenses by the second week of each month.
- Client's invoice is paid by the second week of each month (by check or bank transfer) by the PA/manager and Program Director.
- IF a client pays an invoice for an expense that was incorrectly allocated to them, upon discovery, CICL will immediately issue refund to the client.
- If a client does not have the funds available to pay their invoice for approved living expenses, CICL staff will explore getting help from other sources, such as: county board of dd, family, CICL Wish List, or other funds as available in the community. CICL may be willing to set up a short term loan with the approval of the individual/guardian, the SSA, and CICL Fiscal Director.

CICL CASH

- Program Administrators/managers are provided with up-front operating cash to use for client and program expenses.
- PA/manager turns in weekly cash ledger with receipts to account for all cash transactions.
- Program Director reviews (desk audit to check receipts, timeliness, validate expense), approves and forwards to Finance department.
- Finance department reviews, reconciles expenses and issues a check back to PA/manager to replenish their operating cash.
- Finance Department documents client expenses and invoices each client for cash expenses by the second week of each month.

CLIENT EXPENSES/BILLS THAT ARE MAILED TO THE HOME

- Program Administrator is responsible for ensuring all bills for the clients of that home are forwarded immediately upon receipt to the finance department. PA/manager role is to assist vendor to send bills to the finance department monthly for re-occurring services and invoices.
- Finance Department reviews and documents client expenses and invoices each client for expenses by the second week of each month.
- Finance department pays the bill in a timely manner.

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BEST PRACTICES

- Do not attach receipts that have nothing to do w/ the bank statement. Remember, you only need to provide a receipt for what appears on the bank statement! Most likely if you have a receipt that does not match the statement, it will appear on next month's statement...so hold onto it!!
- Deposits do not require a receipt IF it is an automatic deposit showing where it came from. However, if the deposit isn't automatic please make copies of the check to be deposited BEFORE depositing and attach the copy w/ the appropriate bank statement.
- Keep all pages of the bank statement... even if the pages appear to be blank! Medicaid reviews require CICL to supply every page that the bank provides us and therefore nothing can be thrown away.
- Be mindful of the ending balance on your client's statement. If balance is close to or over \$1,500 please speak w/ both your director and Consumer Benefits Specialist on how the funds should be spent. This is crucial for our consumers who receive SSI!!!!