

## Personal Funds Management Overview and Policy

- 1) Have you reviewed the CCH Client Bill Payment and Invoicing document?
- 2) Who pays the client monthly bills?
- 3) For Cash and Credit Card use, can clients be invoiced for any purchases without a receipt?
- 4) Who is responsible for missing receipts?
- 5) I agree to reimburse Choices in Community Living for any missing receipts for purchases I make with cash or credit.

## Personal Funds of the Individual (5123:2-2-07)

- 1) Have you reviewed Ohio Revised Code 5123:2-2-07, Personal Funds of the Individual?
- 2) Are individuals entitled to access to their funds at any time?
- 3) Do you understand the rules as reviewed?

## CCH (Choices Clearing House) Client Bill Payment and Invoicing: Monthly Expenses

Overview: Monthly expenses are prepaid by Choices in Community Living for each client in a residential setting, for whom Choices is payee, and for those clients for whom Choices is not the payee but have made an agreement between the payee and Choices to follow the same process as other residents. Choices invoices clients at the end of each month for those expenses incurred for that month. The invoices will usually be sent to the home manager for each client. If Choices is not the payee, Choices will send the invoice to the Payee as well as the home manager.

Monthly Rent and Utilities: Rents are paid by check from Choices' CCH operating account. Receipts are requested from landlords, however are not always received. Utility bills are also paid by check from Choices' CCH operating account. The expenses are tracked on a per home basis in monthly expense spreadsheets.

Cash: Choices supplies each home manager with cash to use for clients. When cash is used, a receipt signed by the client receiving the funds is required. The receipts are input on a cash ledger spreadsheet with each amount being allocated to the appropriate client. These ledgers are to be turned in weekly for reimbursement from the home office to replenish funds in the home. Clients are invoiced (under hab. supplies) for cash receipts on a monthly basis. No client shall be invoiced without proper receipt documentation.

Credit Card: Choices supplies each home manager with a credit card in their name, the program name, and the agency's name. These are to be used for client expenses such as groceries, clothing, laundry and cleaning items, hab. supplies (includes: toiletries, recreation such as movies/entertainment, hair cuts, etc.), and larger items that would not be covered by cash on hand in the home. The receipts are to be broken out and allocated among each client in the home as appropriate. These allocations are reconciled monthly, collected by the home office and entered into the per home monthly expense spreadsheets. Clients are invoiced for credit card receipt purchases on a monthly basis.

Invoices: Invoicing is completed when all documentation has been received by the Fiscal department. Clients are invoiced based on items recorded in the per home monthly expenses sheets. They are dated for the end of the previous month and usually will be available and sent to home managers prior to the second Wednesday of the month following the month of expenses. This coincides with the monthly administrator (home manager) meetings so that the invoices can be paid.

Expense Reimbursements: In the event someone other than Choices makes purchases on behalf of clients, the receipts for reimbursement must be submitted in the same manner as the Cash receipts used by Home Managers. Receipts need to be submitted no later than the month following the purchase to remain within a monthly budget.

# 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 15<sup>th</sup> 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!!!!

Date Adopted	11/86	Section	900 Clothing and Personal Effects
Date Revised	05/92, 12/94, 06/95, 08/02, 08/14	Subject	902 Client Funds
Rule Referenced	5123:2-3-14, 5123:1-9-19		

## 902 Client Funds

Choices In Community Living, Inc. maintains client funds according to the client's Individual Service Plan. Each client has his/her own bank account(s) and funds are kept in the account(s).

### **Definition**

Medicaid Waiver/Supported Living Program client funds are any earned or unearned income including personal allowances and client earnings. The client retains these funds.

Licensed program client funds are any earned or unearned income. The client retains only funds identified by licensure rules 5123:2-3-14 and 5123:1-9-19.

### **Use**

Choices In Community Living, Inc. allows clients to use personal funds at his/her discretion, or at the discretion of the client's representatives, for the purchase of incidentals and special needs items of his/her choosing.

Clients should have the opportunity to shop and make purchases in the community if they are capable.

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### **Disbursement**

Each Medicaid Waiver/Supported Living client has a monthly budget identifying revenues and expenses. Any transaction not part of the monthly budget requires approval of client and Program Administrator.

Maintain documentation for all transactions. Note date, item purchased, place of purchase and sign the receipt. CICL will use agency funds to purchase most items needed by individuals and to pay for most monthly regular cost to live expenditures. Each individual will be invoiced for these expenses.

Disburse cash to clients as requested up to \$50 as noted in each client's Individual Service Plan.

For expenditures up to \$50:

1. Complete a receipt containing the date, the money amount, the agency name, the name of the person dispensing the cash and the name of the person receiving the cash.
2. Sign the receipt to acknowledge disbursement.
3. Direct the client or his/her guardian to sign the receipt.

\*Exceptions to the disbursement of personal funds to clients may be obtained with the approval of the Program Administrator, Program Director and Fiscal Director or per the client's Individual Service Plan.

### **Accounting Records**

The Program Administrator is responsible for managing client expenditures including maintaining ledgers, receipts, agency forms, and checking account records, any and all records for income and expenses for the individual. Each month these records are provided to the agency fiscal office.



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Choices In Community Living, Inc. prohibits co-mingling or combining of client's funds with agency funds.

Staff who assist or make purchases on the behalf or with the individual or for the agency must provide a receipt that specifies what was purchased, who it was purchased for (if shared, must identify who is sharing the purchase), the date, the amount, identify the seller, and be signed by the staff.




Agreement to Accept the Choices in Community Living KeyCard for CACL Purchasing Transactions

The Choices in Community Living KeyCard represents CACL's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the employee handbook and agree to comply with it as well as the following responsibilities. It also acknowledges that you have received the KeyCard # 

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1. I understand the card is for company-approved purchases only and I agree not to charge personal purchases.\*
2. Improper use of this card will be considered misappropriation of company funds and will result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify Human Financial Services by telephone at 1-800-344-5696. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons or change of employment status.
5. The card is issued in my name and my program name. I will not allow any other person not associated with Choices in Community Living and my program to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.
7. As the card is company property, I understand that I may be periodically required to comply with internal control procedures designed to protect company assets. This may include being asked to produce the card to validate its existence and account number. I will also be required to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank. I agree to follow account statement reconciliation procedures in a timely manner and understand that failure to do so may result in disciplinary action.
9. The charges made against my card are automatically assigned to the Program assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges. Expense types (food, supplies, etc.) can and must be selected when reconciling monthly statements.
10. I understand the KeyCard is not provided to all employees. Assignment is based on my need to purchase materials for the business and/or to operate the Non-Licensed Accounts. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Employee Signature	Approving Manager Signature
Employee Printed Name	Date
	Approving Manager Printed Name
	Date

\*Personal Purchases will result in disciplinary action and CACL will collect the full amount by any means available, including a one-time or recurring payroll deduction until the amount has been satisfied.



## Ohio Administrative Code

### Rule 5123:2-2-07 Personal funds of the individual.

Effective: October 1, 2016

#### (A) Purpose

This rule establishes standards of accountability for a provider when the individual plan or individual service plan indicates the provider will be responsible for managing the individual's personal funds.

#### (B) Scope

This rule applies to persons and entities that provide specialized services regardless of source of payment, including but not limited to:

- (1) County boards and entities under contract with county boards;
- (2) Residential facilities licensed pursuant to section 5123.19 of the Revised Code, including intermediate care facilities for individuals with intellectual disabilities;
- (3) Providers of supported living certified pursuant to section 5123.161 of the Revised Code; and
- (4) Providers of services funded by medicaid home and community-based services waivers administered by the department.

#### (C) Definitions

- (1) "County board" means a county board of developmental disabilities.
- (2) "Department" means the Ohio department of developmental disabilities.
- (3) "Earned income" has the same meaning as in rule 5160:1-2-01.9 of the Administrative Code.



Rule 5160:1-3-03.3 of the Administrative Code shall be followed to determine whether sheltered workshop earnings are earned income or unearned income.

(4) "Immediate family member" means a spouse, parent or stepparent, child or stepchild, sibling or stepsibling, grandparent, or grandchild.

(5) "Individual" means a person with a developmental disability.

(6) "Individual plan" or "individual service plan" means the written description of services, supports, and activities to be provided to an individual.

(7) "Intermediate care facility for individuals with intellectual disabilities" has the same meaning as in section 5124.01 of the Revised Code.

(8) "Major unusual incident" has the same meaning as in rule 5123:2-17-02 of the Administrative Code.

(9) "Patient liability" means the individual's financial obligation toward the medicaid cost of care.

(10) "Person responsible for the estate of the individual" means the executor, administrator, commissioner, or person who filed pursuant to section 2113.03 of the Revised Code for release from administration of an estate.

(11) "Personal funds" means earned income and unearned income retained by an individual after satisfying his or her obligations which may include but are not limited to, rent, individual-specific expenses, or services; satisfying state requirements, including patient liability and/or monthly premiums for services funded by a home and community-based services waiver or the intermediate care facility for individuals with intellectual disabilities program; and satisfying federal requirements, including adherence to income restrictions necessary to maintain medicaid eligibility.

(12) "Provider" means an agency provider or an independent provider that is certified by the department or a residential facility that is licensed by the department.



(13) "Specialized services" means any program or service designed and operated to serve primarily individuals with developmental disabilities, including a program or service provided by an entity licensed or certified by the department. If there is a question as to whether a provider or entity under contract with a provider is providing specialized services, the provider or contract entity may request that the director of the department make a determination. The director's determination is final.

(14) "Team," as applicable, has the same meaning as in rule 5123:2-1-11 of the Administrative Code or means an interdisciplinary team as that term is used in 42 C.F.R. 483.440 as in effect on the effective date of this rule.

(15) "Unearned income" means all income that is not earned income including, but not limited to, social security disability income, supplemental security income, and other public benefits an individual receives.

(D) Each individual shall be afforded the opportunity to manage, to be taught to manage, to receive assistance in managing, and to access all records regarding his or her personal funds and, except when in conflict with a guardianship order or payee agreement, to manage his or her personal funds.

(E) An individual's ability to manage his or her personal funds shall be addressed through the use of formal and/or informal assessments and consideration of what is important to the individual and what is important for the individual.

(1) When an individual has been assessed to need assistance managing his or her personal funds, the parameters and areas of focus for support shall be identified in the individual plan or individual service plan and address:

(a) The name of the person or entity responsible for assisting the individual with managing personal funds;

(b) The dollar amount anticipated to be available to the individual upon request for personal spending; and

(c) The specific type of supports to be provided (e.g., bill-paying, shopping, budgeting, or increasing



the individual's independence in managing his or her personal funds).

(2) When an individual has been assessed to need assistance managing his or her personal funds, the individual plan or individual service plan shall, when applicable, address:

(a) The maximum dollar amount that the individual may independently manage at any one time;

(b) The maximum dollar amount that the provider may spend on behalf of the individual for any one expenditure without guardian, payee, and/or team approval; and

(c) The name of the person or entity responsible for providing payee services.

(3) When an individual has been assessed to need assistance managing his or her personal funds, the service and support administrator shall maintain the following information in the individual plan or individual service plan, as applicable, or in the individual's official record:

(a) The name of the person responsible for the estate of the individual in the event of the individual's death; and

(b) When applicable, the name of the person or entity assigned as guardian of the estate.

(F) Each individual, other than an individual who has been assessed to need assistance managing his or her personal funds, shall have access to his or her personal funds to use as he or she chooses to purchase items, goods, and services of his or her preference.

(G) In no circumstance shall an individual be required to use personal funds to purchase or pay for items or services that are reimbursed by medicaid or any other funding source of the provider.

(H) Providers, immediate family members of providers, employees of providers, and immediate family members of employees of providers shall not ask for, otherwise try to secure, or accept loans in any amount from an individual the provider or employee serves.

(I) Providers, immediate family members of providers, employees of providers, and immediate



family members of employees of providers shall not sell items to an individual the provider or employee serves unless the transaction is authorized in writing in advance by the team.

(J) Providers, immediate family members of providers, employees of providers, and immediate family members of employees of providers shall not buy items from an individual the provider or employee serves unless the transaction is authorized in writing in advance by the team.

(K) Each provider responsible for managing an individual's personal funds shall:

(1) Develop and implement a written policy regarding management of individuals' funds that:

(a) Includes a system of accounting principles by which the provider retains, safeguards, and accounts for the individual's personal funds;

(b) Requires the provider to deposit an individual's personal funds in the individual's account within five calendar days of receipt;

(c) Prohibits an individual's funds to be co-mingled with the provider's funds;

(d) Prohibits use of an individual's funds to supplement or replace the personal funds of another individual or the provider on a temporary or permanent basis except in situations where a practical arrangement (e.g., individuals take turns purchasing household supplies) is agreed upon and documented in writing;

(e) Requires a summary of financial transactions be made available to the individual, the individual's guardian, team, or the department upon request;

(f) Describes how the provider will ensure that the individual has access to his or her personal funds upon request, but no later than three calendar days from the date of request; and

(g) Outlines the system for monitoring and reporting alleged acts of misappropriation and exploitation in accordance with rule 5123:2-17-02 of the Administrative Code.



(2) Ensure that each person responsible for managing an individual's personal funds is trained in the requirements of this rule and the provider's written policy regarding management of individuals' funds.

(3) Ensure that the team is notified when:

(a) An individual's funds exceed the maximum amount allowed for the individual to maintain eligibility for medicaid, supplemental security income, or social security disability insurance; or

(b) An individual receives a lump sum payment (e.g., benefits back payment) or inheritance.

(L) Accounts established for individuals' personal funds

(1) When the provider has possession of an individual's personal funds, the provider may establish a banking account on behalf of the individual or the individual may establish his or her own account.

When the provider establishes a banking account on behalf of an individual:

(a) The provider may establish a separate banking account for each individual's personal funds, combine multiple individuals' personal funds in one banking account, or a combination of both. When multiple individuals' personal funds are combined in one banking account, the provider shall separately account for each individual's funds and allocate interest, if earned, to each individual proportional to the amount of funds each individual maintains in the account.

(b) The individual's personal funds may be maintained in a checking account or a savings account or a combination of both.

(c) The provider shall, to the extent possible, do so in a manner that minimizes banking fees paid by the individual.

(2) A cash account may be maintained by the provider as identified in the individual plan or individual service plan.

(3) For each type of account established for the individual, the provider shall maintain a written or





electronic system of accounting which shall contain:

- (a) The individual's name;
  - (b) The source, amount, and date of all funds received;
  - (c) The signature of the person depositing funds to the account, unless electronically deposited;
  - (d) The purpose, amount, recipient, and date of all funds withdrawn;
  - (e) The signature of the person withdrawing funds from the account, unless electronically withdrawn;
  - (f) For checking accounts and savings accounts, a current account balance reconciled to the most recent bank statement which is signed and dated by the person conducting the reconciliation; and
  - (g) For any cash accounts maintained by the provider, including gift cards or gift certificates belonging to an individual, a verification of the reconciliation of the documented balance to the actual funds available no less than once every thirty calendar days which is signed and dated by the person conducting the reconciliation.
- (4) A person other than the one who provides direct assistance to the individual with managing personal funds or the one who maintains the written or electronic system of accounting for the provider shall conduct the reconciliations required by paragraphs (L)(3)(f) and (L)(3)(g) of this rule.
- (M) All personal funds expended by the provider on behalf of an individual shall be accompanied by a receipt for the expenditure unless the individual plan or individual service plan indicates otherwise. The receipt shall identify the item procured, the date, and the amount of the expenditure. When required to maintain receipts, the provider shall obtain other documentation or written explanation if a receipt is unavailable.
- (N) When, based on the parameters identified in the individual plan or individual service plan, the provider gives funds from an individual's personal funds account to the individual or the individual's guardian to expend on the individual's behalf, a receipt is required for a single



expenditure of fifty dollars or more unless otherwise specified in the individual plan or individual service plan. When a receipt is unavailable, the provider shall obtain other proof of purchase which includes written verification for the amount of funds given to the individual and what was purchased with the funds.

(O) A provider shall restore funds to the individual when:

(1) The provider's failure to implement the individual plan or individual service plan as written results in the loss of the individual's funds; or

(2) The provider's failure to follow its written policy regarding management of individuals' funds results in the loss of an individual's funds; or

(3) The provider or an employee of the provider is the subject of a substantiated misappropriation major unusual incident which results in the loss of the individual's funds and the individual's major unusual incident prevention plan requires the provider to restore the funds.

(P) When the provider has been appointed to act as the payee for the individual's benefits, the provider shall follow all requirements set forth by the governing authority (e.g., social security administration or veterans' administration).

(Q) When the provider has been appointed to act as the payee for the individual's benefits and is paid by the individual or from another funding source for acting as payee, the provider shall not request or accept reimbursement through the individual's home and community-based services waiver for providing payee services.

(R) When the provider has possession of an individual's personal funds, the provider shall release any balance of cash to the individual or the individual's guardian, as applicable, after deducting for actual or estimated expenditures owed by the individual, within five calendar days of the time the individual is no longer served by the provider. Within fourteen calendar days of termination of service, the provider shall prepare a final itemized statement of the individual's personal funds accounts and shall release any remaining personal funds to the individual or the individual's guardian, as applicable, with the itemized statement.



(S) In the event of an individual's death and when the provider has possession of an individual's personal funds, the provider shall dispose of the individual's personal funds in accordance with the following:

(1) A provider other than a state-operated developmental center

(a) The provider shall release the personal funds to the person responsible for the estate of the individual when the provider receives a request for the personal funds in writing from that person within ninety calendar days of the individual's death.

(b) When the provider does not receive a request for the personal funds in writing from the person responsible for the estate of the individual within ninety calendar days of the individual's death and if the individual was a recipient of medicaid benefits, the provider shall mail the funds along with a completed Ohio department of medicaid form 09405, "Personal Needs Allowance Account Remittance Notice" (revised July 2014), to the address indicated on the form.

(c) When the provider does not receive a request for the personal funds in writing from the person responsible for the estate of the individual within ninety calendar days of the individual's death and if the individual was not a recipient of medicaid benefits:

(i) If the provider is a government entity, the provider shall dispose of the funds in accordance with section 9.39 of the Revised Code.

(ii) If the provider is not a government entity, the funds shall be considered unclaimed funds within the meaning of division (P) of section 169.02 of the Revised Code and the provider shall dispose of the funds in accordance with Chapter 169. of the Revised Code.

(2) A state-operated developmental center shall dispose of the personal funds in accordance with section 5123.28 of the Revised Code.