

It is the policy of Choices in Community Living, Inc. (CICL) to take all reasonable measures to ensure that client and company funds are handled in a safe and responsible manner. The Program Administrators will follow the following procedures to facilitate the carrying out of this policy.

Client funds consist of earned and unearned income retained by the client. Generally, CICL will become the payee for unearned funds and will manage these funds per rules defined by the social security administration.

The client has the right to his/her own personal funds as specified in the individual's ISP and the rules established by the social security administration.

I. Securing of Funds

- A. Every program site will designate a stationary locked area to secure funds.
- B. The program administrator and one staff member (as selected by administrator) will be the only individuals who will have a key to the locked area.

OR

The program administrator will make advanced plans for having funds available to meet the needs of the client(s).

- C. Items to be secured in locked area (on or off site) can include (but not limited to):
 - 1. Cash
 - 2. Checks
 - 3. Food stamp cards
 - 4. Gift cards
 - 5. Bus tokens
- D. At no time shall a program site have more than \$200 in cash, unless proven the need for more.
- E. Each program administrator shall maintain a transaction ledger accounting for cash of each client at the program site.
- F. Each client's bank account will be reconciled by the 20th of the following month. (See fiscal policy #2)

II. Inspection

Choices In Community Living, Inc. will conduct unannounced reviews and audits to ensure that the Safekeeping of Client Funds policy and procedures are being adhered to. The Fiscal Director, Program Director and/or Executive Director or a designee of their choice, will conduct these reviews.

III. Family Access

A statement regarding access to client funds by an individual's family member will need to be addressed by the individual's interdisciplinary team and in the client's individual service plan.

IV. Reimbursement to the Family

Preapproval will be required from the Program Administrator before a family member can receive reimbursement out of program or client funds for purchases made by a family member for the client.