

**OVERDRAFT CHARGES AND LOST FUNDS REIMBURSEMENT**

**Choices In Community Living, Inc. expects employees to manage client and agency funds accurately and responsibly.**

**Client Accounts**

The Consumer Benefits Specialist will set up a checking account for each client, for the purpose of depositing earned and/or unearned income. The Program Administrator will maintain the account. The agency expects employees to assist clients, unless otherwise indicated in their Individual Service Plan, in maintaining their accounts to ensure that all transactions are handled and documented in accordance with agency policy. Program Administrators will reconcile each account monthly and submit a reconciled copy of each client's bank statement to the fiscal department by the 20<sup>th</sup> of the month.

The agency will require employees who, through neglect, mismanagement or other inappropriate action, incur penalty charges or lose client or agency funds to reimburse the appropriate accounts.