

Revised: October 22, 2025

Choices In Community Living, Inc.
Fiscal Policy #15
Use of Client Utilities for Agency Purposes

Purpose

To establish agency standards for the responsible use of household utilities, including electricity, natural gas, and water, in homes where individuals with intellectual and developmental disabilities (IDD) receive services, and to ensure clients are not financially responsible for agency business operations.

This policy aligns with **Ohio Administrative Code (OAC) 5123-17-02**, which among other things protects against the misuse of client resources in residential service settings.

Policy Statement

Agency employees may occasionally use client household utilities to operate agency-issued equipment necessary for documentation, communication, and service delivery. While incidental use is part of normal operations, the agency prohibits personal use of utilities in all homes and ensures clients in unlicensed homes are reimbursed and protected from misuse.

- Flat reimbursement for unlicensed homes of **\$10 per month per home** for incidental use of client utilities.
- **Use of client utilities for personal purposes by staff, contractors, or visitors is strictly prohibited in all homes (licensed and unlicensed).**

Reimbursement Procedures

1. Applicability

- Applies to all **unlicensed homes** operated or managed by the agency where employees perform administrative or service documentation functions.
- Covered utilities: **electricity, natural gas, and water.**
- Does not apply to utilities used solely for the client's personal living needs.

2. Reimbursement for Agency Use

- A **\$10/month per-home** reimbursement is issued for incidental utility use.
- This reimbursement will be **retroactive to January 1, 2025.**
- The payment is made to the home and **distributed equally among the clients residing there.**
- Payments are processed by the finance department and documented as "Client Utility Reimbursement."
- Reimbursements will be issued monthly.

3. Documentation

- Reimbursements recorded in the accounting system with supporting documentation.

4. Review and Adjustment

- Reimbursement rates reviewed annually may be adjusted based on utility costs, agency operations, or applicable OAC regulations.
- Agency may adjust or discontinue reimbursement if administrative work is relocated outside the client's residence.

Prohibited Personal Use

- Staff, contractors, and visitors may **not use client utilities in any home (licensed or unlicensed) for personal benefit.**
- Prohibited activities include:
 - **Charging personal electric vehicles (e.g., Tesla and other EV vehicles)**
 - Charging personal devices not used for work purposes. (NOTE: It being understood that personal cell phones may be needed for work-related activities, this policy does not prohibit the charging of personal cell phones.)
 - Using client water or gas for personal showers, cooking, laundry, or other personal needs
 - Operating personal appliances that draw on client utilities

Responsibility

- Managers and program directors ensure compliance.
- Business Office ensures timely and accurate reimbursements.
- Policy compliance may be reviewed during internal audits or by regulatory agencies.

Staff Acknowledgement

All staff assigned to work in a licensed or unlicensed home will be required to sign an acknowledgement of this policy in substantially the form attached hereto.

Review Schedule

Annually, by the administrative team and the compliance officer.

Choices In Community Living, Inc.
Staff Acknowledgment Form
Policy #15 – Use of Client Utilities for Agency Purposes

I acknowledge that I have received, have read, and understand Policy #15 – Use of Client Utilities for Agency Purposes. I understand my responsibility to comply with all provisions of the policy, including without limitation that personal use of client utilities is strictly prohibited, including charging personal vehicles, using client water for showers or laundry, charging personal devices other than cell phones that may be needed for work-related purposes, and operating personal appliances.

I understand that any violations of the policy may result in corrective or disciplinary action, up to and including termination of employment.

Employee Name (Print):	
Employee Signature:	
Date:	