

Policy And Procedure

Management of an Individual's Personal Funds

I. Purpose

The purpose of this Policy and Procedure is to ensure that the personal funds of an individual living at (**insert DC name**), hereafter referred to as 'the center' are managed and documented in a manner as required by statute and administrative code.

II. Policy

It is the policy of the center that an individual will be supported to manage his/her financial affairs to the best of his/her ability and as specified in the individual's plan.

III. Definitions

1. "Earned Income" means salary, wages or other payment for work received by an individual.
2. "Individual" means a person admitted to a developmental center enrolled in the ICF/MR program.
3. "Personal Needs Account" (pna) means money in an individual's account, managed by the developmental center, to be used by and/or for the individual's needs.
4. "Unearned Income" includes income from social security benefits, supplemental security income and other public benefit funds an individual receives.

IV. Procedures

1. Upon admission to the center, the individual or guardian will be advised he/she is responsible for managing the individual's personal funds unless the individual or guardian makes a written request for the center to manage the individual's funds.
2. The center will establish a detailed ledger using Quick Books, for each individual. The account will document all transactions of the individual's pna, including all earned and unearned income received by the individual and the

dates, amount and purpose of all expenditures. The ledger shall also maintain a current balance in the individual's pna.

3. The center will require and maintain receipts for all purchases made from the individual's pna unless otherwise specified in the individual's plan.
4. All information kept by the center in an individual's pna is open and available to the individual and/or guardian upon request.
5. It is the center's responsibility to ensure the individual does not exceed the maximum resource limit established in order to maintain Medicaid eligibility. The center will give written notice to each individual or guardian when the individual's pna reached \$200 less than the Medicaid resource limit (currently \$1,500).
6. An individual may retain up to \$40 a month in unearned income and up to \$105 per month in gross earned income for a total of no more than \$105. Any earned and unearned income in excess of \$105 per month shall be sent to the DODD Office of Support by the 15th day of each month.
7. The center may comingle the funds of individuals in a single bank account, but it may not comingle the funds of an individual with that of the center or any person other than another individual.

V. Appendices

1. Form – Request to Manage Individual's Funds
2. Form – Notice of PNA Approaching Medicaid Limit
2. Ohio Administrative Code 5123-9-05 – *Management of Individual's Personal Funds by a Developmental Center.*
3. Developmental Center Personal Funds Rule Guidance Manual.