

FUNDS MANAGEMENT

Policy and Procedure

POLICY

(Ref. 10 CCR 2505-10.8.609.5)

Metro Support Services, Inc. (MSS) maintains that each individual receiving services is capable of managing his/her own funds unless otherwise stipulated within the Individualized Service Plan (SP) or his/her financial self-management limitations and, where appropriate, reflects a plan to increase this skill.

Personal needs funds are to be used to purchase items not covered by Medicaid, e.g., personal items, clothing, medical co-pays (up to \$25/month), room and board, etc. These funds are not to be used for the household, groceries, or supplies.

MSS will ensure financial accountability for the individual's financial assets. Service and support providers will reimburse for any misuse of an individual's funds. MSS will reimburse any misuse of funds by MSS staff. These cases will be reviewed on a case-by-case basis, and may be reported to law enforcement and Adult Protective Services per the State of Colorado Mandatory Reporting Law if intentional misuse is suspected.

Providers shall not combine an individual's cash-on-hand and receipts with those of anyone else in the household. Providers shall not lend money to the individual and carry forward a negative balance unless the monies are available and can be repaid from an individual's savings or checking account. Prior to purchase, availability of funds should be verified with MSS staff to ensure sufficient funds. IDT shall be notified of any substantial expenditures and/or expenditures that are in question.

PROCEDURE

- **Individuals whose finances/benefits are managed by others outside of MSS** will be assisted in reviewing and completing the Exclusion Agreement (PNF-1) annually during the Individual's Service Plan meeting or upon request.
- **Individuals who manage their own funds** typically do so by use of debit card, cash machines (ATMs) checking accounts as they desire. If Metro Support Services serves as Representative Payee, receipts are required for Personal Needs expenditures.
- **If an individual's SP states limitations in financial self-management**, individuals will be assisted in reviewing and completing the Authorization of Provider for Personal Needs Funds Administration (PNF 2 or 3) annually during the individual's SP meeting or upon request.

- MSS will ensure an Individual Service and Support Plan (ISSP) is written to increase financial self-management, or the Individual Service Plan (SP) clearly states the individual will not benefit from formal training and the support person is responsible for accurate accounting of funds.
- MSS will maintain a financial file for each individual that includes:
 - Personal Needs Individual Agreement
 - Current Personal Possessions Inventory
 - IDT minutes when necessary
 - Bank statements (if MSS is the Representative Payee)
- MSS will issue program funds to those individual's represented by MSS as Representative Payee monthly to the individual directly, contracted provider or MSS staff for each individual receiving residential services.
- At time of home visit monitoring, or as needed, MSS Program Coordinator will review the Personal Needs ledger and attached receipts to ensure the following:
 - All transactions are legitimate according to Medicaid advice
 - Receipts are present for expenses, unless otherwise stated in IDT minutes
 - Ending balances for cash on hand and savings and/or checking accounts are accurate
 - Initials of individual and provider/staff are present
 - Items over \$50 are added to the Personal Possessions Inventory
- **All individuals' finances with a PNF 2 or 3 status as managed through contracted providers or MSS staff shall be audited on an ongoing basis.**
 - Provider will submit Personal Needs Ledger/Receipts (and Bank Statements if applicable) to MSS semi-annually for audit, or more frequently as deemed necessary.
 - Program Coordinator will submit a letter of follow-up on any missing items or errors once MSS has completed the PN audit.
 - Provider will reimburse the individual's account for all receipts still missing after 30 days of the accounting report.
 - MSS will provide ongoing support and training to provider to ensure accurate accounting of the individual's funds.
- **Prior to vacation**, MSS Program Coordinator shall be notified by provider to review vacation request, and shall determine what portion is fair/allowable for the individual receiving services to pay (e.g. mileage, hotel accommodations, etc.). IDT will be notified, if applicable, per Program Coordinator.
- **When an individual moves from a provider's home, provider is terminated, and/or the individual is away from home without a pre-determined date of return**, the Personal Needs ledger, receipts and individual's cash on hand will be collected and ledger/receipts will be submitted to MSS for audit for those that MSS serves as Representative Payee.
 - MSS director will review PN audit letter upon report and distribute to the individual's Program Coordinator for any needed reconciliation.