

PERSONAL POSSESSIONS

Policy and Procedure

POLICY

(Ref. 10 CCR 2505-10 8.609.5)

Metro Support Services, Inc. promotes the right of each individual receiving services to have and manage their own personal possessions. All individuals receiving services have the right to the maintenance of a current inventory of all personal possessions.

PROCEDURE

All items valued over \$50 at time of purchase, including articles of clothing, will be documented on an Inventory of Personal Items form when the following occurs:

- Upon entry into services through MSS
- Upon changing residential environments
- When an item valued over \$50 is purchased or disposed of
- Upon annual update requirement
- Upon termination from services through MSS

Contracted provider and staff must check inventory and update on an annual basis, at minimum. All applicable items that have serial numbers and model numbers must have both numbers included on the inventory with that item.

MSS will monitor to ensure that major purchases (i.e. items over \$50 at time of purchase) are included on the inventory.