

FUNDS MANAGEMENT INDIVIDUAL PROCEDURE

PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Director	Program Manager	Comments
Individuals who manage their own finances, including benefits: 1. Review and complete the Exclusion Agreement (PNF-1) Annually during the individual's IP meeting	X	X	X	X Assist	
2. If individual's SP states limitations in financial self-management: Review and sign Authorization of Provider for Personal Needs Funds Administration (PNF 2 and 3) annually during the individual's IP meeting	X	X	X	X Assist	
3. Ensure an Individual Service and Support Plan (ISSP) is written to increase financial self-management, or the Individual Plan (IP) clearly states the individual will not benefit from formal training and the support person is responsible for accurate accounting of funds				X	
4. At time of monthly book visit: Review the Financial Statement to ensure: <ul style="list-style-type: none"> A. Receipts for expenses are present; B. Individual Receiving Services initials are on the personal needs ledger next to each entry; C. Cash-on-hand is verified 	X	X	X	X Assist	
5. Sign and date Personal Needs Ledger	X	X		X	
6. Submit Personal Needs Ledger/Bank Statement if applicable to NMCS quarterly upon request			X	X	
7. Provide ongoing support and training to provider to ensure accurate accounting of the individual's funds				X	

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<p>8. Prior to a Vacation: The Interdisciplinary Team (IDT) meets to review vacation expenses and determines what portion is fair for the individual receiving services to pay, e.g. mileage, room & board</p>	X	X		X	
<p>9. Quarterly: Review Personal Needs and attached receipts to ensure:</p> <ul style="list-style-type: none"> A. All transactions are legitimate according to the Medicaid Advice; B. Receipts are present for expenses, unless otherwise stated in IDT minutes C. Ending balances for cash on hand and savings and/or checking accounts are accurate; D. Signatures if individual, provider and program manager are present; E. Items over \$50 are added to the Personal Possessions Inventory 	X		X	X	
<p>10. Maintain financial file, for each individual, that includes:</p> <ul style="list-style-type: none"> A. Personal Needs Individual Agreement B. Original Personal Needs and corresponding receipts; C. Current Personal Possessions Inventory D. IDT minutes when necessary E. Bank Statements 			X		
<p>11. Generate a report of any missing items or errors once MSS has received PN audit letter from NMCS</p>			X	X	
<p>12. Follow up on missing items or errors</p>	X		X	X	
<p>13. Reimburse the individual's account for all receipts still missing after 30 days of the accounting report</p>	X				

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14. At the time of termination of a provider, or when an individual is removed from a home without a pre-determined date of return: Bring Personal Needs, receipts, and individual's money to MSS office	X			X	
15. Review Financial Statement within 10 days of receipt and report any discrepancies to the program manager				X	
16. Ensure that all monies owed to MSS are collected from the provider prior to issuing a final reimbursement check			X	X	