

FUNDS MANAGEMENT RESIDENTIAL PROCEDURE

| ACTIONS | Provider | Individual Receiving Services | Director | Program Manager | Comments |
|--|----------|-------------------------------|----------|-----------------|----------|
| 1. Train the Provider on the use of the Personal Needs Ledger (PNL) | | | | X | |
| 2. Issue Program Funds monthly to the Provider for each individual receiving residential services and NOT in a host home | | | X | | |
| 3. Complete Personal Needs Ledger listing each transaction | X | X | | | |
| 4. Submit completed Personal Needs Ledger and receipts to NMCS Accounting quarterly upon request | X | X | | | |
| 5. Check randomly that items purchased are available to the individual | | | | X | |
| 6. Follow-up on any discrepancies noted | | | | X | |