



FUNDS MANAGEMENT PROCEDURES



TABLE OF CONTENTS

INDIVIDUAL CENTERED PHILOSOPHY	iii
RECORDS FOR EQUAL PROTECTION	iii
I. MANAGEMENT OF PERSONAL FUNDS	1
II. SETTING UP PERSONAL BANK ACCOUNTS	3
A. When ABLED, Inc. is Payee	Error! Bookmark not defined.
1. WHAT TO TAKE TO THE BANK	3
2. TITLE ON THE ACCOUNT.....	3
3. TYPE OF ACCOUNT / OWNERSHIP	3
4. ACCOUNT MAILING ADDRESS	3
5. SIGNATURE CARDS.....	3
6. NOTIFICATION OF RESOURCE LIMITS	3
7. NOTIFICATION OF ACCOUNT BALANCE	4
8. DEBIT CARD.....	4
III. PERSONAL FINANCIAL RECORDS	5
A. Documented Explanations	Error! Bookmark not defined.
B. Therap Records	5
C. Electronic Banking.....	5
D. Debit Cards	6
E. Deposits.....	6
F. Savings Accounts.....	6
G. Bank Statements.....	6
H. Reconciliation of Accounts	6
I. Activity Records	7
J. Cash Funds Worksheet.....	7
K. Receipts.....	7
L. Filing	7
M. Home Modification Records	7
N. Use of Personal Benefits	8
1. Acceptable Personal Benefits.....	8
2. Unacceptable Use of Personal Funds.....	8
O. Individual Training Accounts	9
P. Ethics Standard	9
Q. Exceptions to Policies/Procedures	9



INDIVIDUAL CENTERED PHILOSOPHY

Managing personal funds places a great deal of responsibility on staff to ensure that those funds are handled appropriately. The following rules, procedures, and guidelines form a system of safeguards to protect funds from potential mismanagement. They do not eliminate the need for meeting another responsibility: that of providing training to all individuals served by ABLED, Inc. to achieve maximum independent functioning.

It is expected that all individuals served will participate in their financial affairs to the maximum extent of their abilities. Individuals should be involved in developing independent skills in their financial matters including such things as making electronic payments, managing petty cash, making deposits and withdrawals, having money on their person, and making choices. These expectations are naturally individualized, based on the skills of the people we serve. Staff must always search for ways to teach another step toward independence, thereby providing a better quality of life. This may be as simple as having the individual accompany a staff person through the drive-up window, signing for their purchases, making a purchase independently, or checking their account balance and activity electronically.

RECORDS FOR EQUAL PROTECTION

These procedures are designed to allow maximum involvement for the individual while offering protection against misuse of their funds. They are also designed to leave a documentation "trail" which will protect staff from wrongful accusations of mismanagement.



I. MANAGEMENT OF PERSONAL FUNDS

The management of personal funds shall be in compliance with the following requirements:

- A. ABLED, Inc. may exercise control over personal funds, or serve as payee for these funds if the individual is not capable of managing his/her funds or income.
 1. ABLED, Inc. may agree to serve as payee for personal funds if parents or legal guardians of the individual are not available and able to serve as payee, and the individual served wishes for ABLED to do so.
 2. A fiduciary relationship shall exist between ABLED, Inc. and the individual when personal funds are managed by ABLED, Inc. Administrative personnel and program personnel shall have the responsibility to ensure that an individual's interests are fully protected when personal funds are managed by ABLED, Inc.
 3. When ABLED, Inc. is payee for funds, accounts should be set up as "ABLED, Inc., Payee for (individual's name)".
 4. Staff names should never appear on the individual's debit card or other account access device.
- B. When ABLED, Inc. is payee, persons served may not have access to their funds.
- C. Individuals may have their own funds and accounts separate from the payee accounts. Accounts for individuals for whom there is no payee may be set up in the individual's name.
- D. ABLED, Inc. may manage accounts/funds for individuals for whom the ABLED, Inc. is not payee. ABLED encourages individuals to manage and control these personal funds. If the guardian requests, ABLED will use the Petty Cash Journal.
- E. ABLED, Inc. may assist the individual in managing their savings or checking accounts. ABLED will use this as a teaching program to foster financial independence.
- F. If ABLED, Inc. exercises control of any personal funds or income, accurate records of the receipts and disposition of any personal funds or income shall be established and maintained. ABLED may use the Petty Cash Journal if requested by the guardian or the individual's team.
- G. Individuals whose personal funds are managed, shall be shown how to access their account records showing activity and the current balance of the account. Individuals will be assisted in accessing and verifying their account information using electronic banking. **These records may be accessed daily but no less than quarterly.**



- H. The staff signature shall not be on any account documents or access devices in a manner that would evidence ownership of the account on the part of the staff person.
- I. Regular reviews of each individual's account records will be made by the staff designated by management or the individual's ISP Team. The reviewer will change periodically to ensure proper account security.
- J. The following parties shall have access to the records concerning the management of personal funds:
 - 1. The individual;
 - 2. The parents (with permission of the person served if adult), spouse, legal guardians, conservators, legal representatives and designated payee;
 - 3. Nebraska Department of Health and Human Services; and
 - 4. Any local, state or federal agency authorized by law to examine the use of personal funds.
 - 5. Administrative staff.
- K. Personal funds are not to be used at any time or for any reason other than for the individual's benefit. **A violation of this common-sense principle, when discovered, may result in immediate dismissal.**
- L. Loaning and borrowing personal funds money is strictly forbidden.
- M. Debit cards are encouraged for all transactions. Checks may be used with permission of the Chief Executive Officer or his/her delegate.
- N. ABLED, Inc. staff is prohibited from selling anything to individuals served. Exceptions must be discussed and approved by management prior to sale.
- O. Purchases of single items, over \$100 in value, require prior notification of the ISP Team and approval of the individual, legal representative, and parent (if person is a minor).
- P. All unresolved financial errors, including overdrafts and missing money, will require a completed General Event Report and administrative review.
- Q. Any additional requirements necessary to protect personal funds may be implemented at the management level.
- R. All items purchased by the individual with their personal funds will remain the property of the individual.
- S. **The transfer of control of any individual's funds is temporary.**



II. SETTING UP PAYEE BANK ACCOUNTS

When ABLED, Inc. is payee for personal benefits, staff is responsible for setting up a checking account and savings account. The account is set up as follows:

A. WHAT TO TAKE TO THE BANK

The Social Security number of the individual.

Proof that ABLED, Inc. is the representative payee for the benefits. This can be the initial letter indicating that ABLED, Inc. is payee, or any correspondence from Social Security which is addressed to "ABLED, Inc. for..."

Funds for deposit to open the account.

B. TITLE ON THE ACCOUNT

The Account must be titled in one of these two ways:

ABLED, Inc. for Name OR Name, ABLED, Inc., Payee

C. TYPE OF ACCOUNT / OWNERSHIP

The account must be set up as an individual account--not joint account. (NOTE: The financial institution may have their own requirements. So, follow their instructions.) The bank must identify the individual as the sole owner of the account.

The individual's Social Security number is put on the account (not staffs').

D. ACCOUNT MAILING ADDRESS

The mailing address may be to the individual's home or ABLED, Inc.'s address.

E. SIGNATURE CARDS

On any account requiring a staff signature, management or the ISP team may assign additional staff as authorized signors to ensure funds are accessible for the individual's use.

All payee accounts will be set up as checking accounts with the ABLED, Inc./ISP Team designated Staff person as the only signature. ABLED, Inc. will retain a record of accounts and authorized signers. Staff should sign signature card and checks with their name and title.

F. NOTIFICATION OF RESOURCE LIMITS

For individuals receiving government benefits, resource limits may affect their eligibility for these benefits. Resources include the total amount of money that an individual has in the bank. It is the responsibility of staff who manage personal



accounts to know what the resource limit is. This can be obtained from the Service Coordinator. At no time should total resources exceed the limit. Financial situations (assets, liabilities, future planning) should be reviewed at the annual ISP meeting, along with information on who manages the accounts.

Contact the Service Coordinator immediately if:

- Fund balance is about to be depleted
- Resource limits are in danger of being exceeded.

A team meeting may need to be arranged.

G. NOTIFICATION OF ACCOUNT BALANCE

Account balance and records of transactions are provided to the individual or their fiscal representative as requested.

H. DEBIT CARD

ABLED may have a debit card for the payee account to pay individual monthly bills such as phone bills, burial trust accounts, insurance premiums, etc. Any transactions over \$100.00 require team notification.



III. PERSONAL FINANCIAL RECORDS

ABLED, Inc. staff must have suitable electronic devices that access Therap Services. Individuals will be set up to enable them to track their personal funds and transactions electronically.

A. Independence

The individual's team should document the degree of independence that the individual has in their financial affairs. Points to consider include:

1. Does the person make purchases on his/her own, or with staff assistance?
2. How are deposits made? By staff? Direct deposit? Individual?
3. What are the petty cash arrangements?
4. Who are the authorized signatures on the account? (specify separately for checking and savings)
5. What monthly bills are paid from this account?
6. Source of funds is helpful to anyone reviewing the financial records.

B. Therap Records

Therap Services may be used to track the following:

1. Check and Deposit Records.
2. Receipts.
3. Checking account statements.
4. Savings account statements (if any).
5. Signature cards and correspondence.
6. Rules and regulations, procedures, instructions, examples, etc.
7. Personal possessions inventory (residential services).

C. Electronic Banking

Payee account records will be maintained electronically through online banking. Electronic statements will be reviewed by the administrative staff at least quarterly to prevent misuse of individual funds. All confidential access codes to gain access to Electronic Banking are to remain at the main office in a secure location unless other arrangements are made by the ISP team and approved by an executive officer.



D. Debit Cards

The use of paper checks is discouraged and the use of a debit card is encouraged. Any employee or individual wishing to use paper checks should discuss it with the Chief Executive Officer or his/her delegate.

1. With the debit card, the individual cannot spend more money than they have in their checking account.
2. The individual will swipe his/her debit card at the terminal by themselves or with assistance if necessary.
3. If the transaction requires a signature, the individual will sign by themselves or with assistance if necessary.
4. The individual will be shown how to track transactions electronically to know their balance at any moment.
5. Electronic statements will be reviewed by the administrative staff at least quarterly to prevent misuse of individual funds.

E. Deposits

1. Funds received should be deposited in the individual's payee account within five banking days.
2. Funds received must be deposited in total. Never cash a check, deposit part of it and take the remainder in cash.
3. Deposits will be tracked and verified using electronic banking.
4. Electronic statements will be reviewed by the administrative staff at least quarterly to prevent misuse of individual funds.

F. Savings Accounts

1. All savings accounts must have a management-level staff person as one of the required signatures on the account.
2. The same rules for documenting deposits and making withdrawals for checking accounts also apply to savings accounts.
3. Electronic statements will be reviewed by the administrative staff at least quarterly to prevent misuse of individual funds.

G. Bank Statements

Statements should be accessed via online banking.

H. Reconciliation of Accounts

1. All accounts must be reconciled monthly using electronic means unless special circumstances do not allow.



2. Electronic statements will be reviewed by the administrative staff at least quarterly to prevent misuse of individual funds.

I. Activity Records

1. Staff responsible for assisting in managing personal funds must keep this record current.
2. Electronic banking records are kept securely through the financial institution and ABLED, Inc. will make use of these records. Paper versions are not required for every day purposes.

J. Petty Cash Journal

1. When requested by guardian or the individual's team, ABLED may use the Petty Cash Journal. Use of a debit card is encouraged to avoid the necessity for cash.
2. ABLED will limit Petty Cash held by ABLED staff to a maximum of \$100.00 per person for residential and vocational (\$200.00 total).
3. Staff responsible will make entries to the worksheet each time cash is given to the individual.
4. Cash funds will be reviewed monthly by supervisory staff and at least quarterly by the administrative staff to prevent misuse of individual funds.
5. Staff will encourage the individual to deposit any excess cash into their personal (non-payee) bank account for security purposes while maintaining the individual's rights.

K. Receipts

1. Purchases with debit cards provide adequate electronic records.
2. Paper receipts for cash purchases will be scanned for inclusion in the appropriate electronic file or maintained in along with the Petty Cash Journal.

L. Filing

1. The individual's financial records must be kept current and for no longer than required the Record Retention Policy. Any paper records will be scanned and stored with the appropriate electronic file folders.
2. Electronic records will be backed up regularly.

M. Home Modification Records

If the individual receiving services is the lessee (name appears on the lease) they may choose to pay for modifications with personal funds. Records must be kept documenting these expenditures, and modifications must follow the lessee when he/she moves, as allowed by law.



N. Use of Personal Benefits

Personal benefits received by ABLED, Inc. as representative payee for individuals will be used solely for the individual beneficiary for room, board, personal needs, or other items deemed in his/her best interest.

1. Acceptable Personal Benefits

- a. Day-to-day maintenance (food, shelter, clothing).
- b. Spending money for the beneficiary.
- c. Personal grooming supplies and services.
- d. Medical, dental, or rehabilitation services or supplies not covered by another source.
- e. Furniture, appliances, etc., which are ordinarily provided in the residence if the individual's IPP reflects that he/she may be living independently in the foreseeable future.
- f. Personal items not ordinarily provided in the residence (i.e. rocker, stereo, etc.).
- g. Personal items ordinarily provided but not to the liking of the individual.
- h. Gifts for the beneficiary (personal).
- i. Transportation for home visits, vacations.
- j. Hobby or recreation supplies, equipment, fees (including vacations, books, magazines, records, etc.).
- k. School expenses.
- l. Shared expenses that will benefit the individual (cable TV, newspaper, etc.), as long as the purchase is of a nature that it can be divided equally if the individual moves, or it is a service that is used by all contributing.
- m. Repairs/replacement for damages caused by the individual.

O. Unacceptable Use of Personal Funds

- a. Items for personal use which are ordinarily provided in the individual's residence (except special or additional items preferred by the individual).
- b. Furniture, appliances, TV's, etc. needed in the common area of the residence, if those items are ABLED, Inc.'s responsibility.
- c. Services to the household which the individual cannot benefit from or enjoy.
- d. Remodeling or repair to the group residence, unless the individual is duly charged for repair of damage he/she caused, and then only if paid out of his spending money or in some way so as to be a learning experience.
- e. Paying bank charges or replacing money which results from staff negligence or error.
- f. Paying for training materials without prior approval of the individual, legal representative and parents (if applicable).
- g. Prepared food delivered to a group home.



NOTE: For other personal funds (paychecks, gifts, etc.) the same rules apply.

P. Individual Training Accounts

When an individual has a representative payee for their benefits, the Social Security office has determined that they are incapable of handling their own funds, thus the person is not allowed unrestricted access to these funds.

Should a team determine that an individual is ready to begin learning to manage their own funds, it is allowable to set up a "training account." The account must have a corresponding training program for teaching financial skills to the individual.

The guidelines for such an account are as follows:

1. Set up like any other private account - in the person's name only.
2. The first priority for use of personal funds is room, board, and any bills owed. A training account should not be set up unless the individual has funds to meet all obligations first.
3. Person managing an individual's regular account needs to add the individual training account balance when calculating resource limits or reporting resources on redeterminations.
4. The team should regularly re-evaluate the appropriateness of continuing the training account.

Note: certain requirements for the management of these funds could be modified at the team's discretion. **The transfer of control of these funds is temporary.**

Q. Ethics Standard

ABLED, Inc. requires a high ethical standard from all employees and subcontractors. We will make every effort to ensure no individual's funds are misused.

The use of personal funds indicates the individual's income and expenditures, but they also reflect his/her lifestyle. Entries of a repetitive nature testify to the quality of life that person has or does not have. It doesn't take a Systems Review team to determine this. Anyone reviewing transaction records gets a good picture in a hurry.

Financial audits of personal fund accounts may occur at any time, without prior scheduling, from a variety of sources.

R. Exceptions to Policies/Procedures

If exceptions to financial policies/procedures are needed, staff must seek documented prior authorization through the individual's team and management.

If policy/procedure violations occur without prior authorization, a General Event Report must be submitted to explain what occurred and why.



The documented authorization and/or General Event Report will be maintained in the individual's file.



IV. APPENDIX

The Petty Cash Journal on the following page is available in PDF format on our website www.abledinc.com under the **Policies** tab. This form is also available in a Microsoft Excel formatted version. Please contact ABLED, Inc. executive staff if you want to receive that version.

ABLED, Inc. encourages the use of debit cards. This enables the individuals to become independent. Debit card usage eliminates the need for the Petty Cash Journal, prevents the account from being overdrawn, and creates an automatic electronic record.

