



## Safeguarding of Cash Resources Policy

### I. POLICY

When the disciplinary team determines that a person's needs or wants assistance safeguarding cash resources, any cash resources entrusted to the company must be handled in accordance with 245D .06 sub division 4.

### II. PROCEDURE

- A. The team will ensure that the responsibility designated to the company to assist the person served with their cash resources is stated within each person's Financial Authorization at the time of service admission and reviewed annually thereafter.
- B. The *Financial Authorization* will state specifically what the company's role and responsibilities are, what the person's role and responsibilities are, and any other information that would provide direction in this area.
- C. If the *Financial Authorization* requires a revision due to the changing needs of the person served, a request, either orally or in writing, will be made to the case manager by the Program Coordinator/Program Director. This request will include information on what the need is and suggested ideas for changes to the agreement for the assistance of the person's cash resources.
- D. Any issues regarding the assistance of cash resources of a person served will be promptly communicated to the legal representative, involved family members (if applicable), and case manager.
- E. Access to a person's cash resources are limited to the Program Coordinator, Program Director or designated employees for specific person served purposes. The cash resources will be stored in a locked location when not needed.
- F. The company is exempted from providing assistance with cash resources for person served who are independent in managing their own finances. This determination of responsibility will be clearly stated within the *Financial Authorization*.
- G. When the company is responsible for assisting a person served with their cash resources the following procedure, unless otherwise specified, will be followed:
  1. A check will be sent to the company from the guardian or conservator on behalf of the person served. This check will be used to pay for rent and the rest saved for personal use. The company will not maintain cash resources in excess of \$300 plus resources sufficient to meet one month's cost of care.
  2. A predetermined set amount of cash will be provided to the person served for their own personal use. The distribution of this weekly amount will be documented by the employee on the *Cash Resources Record* and initialed by the person served. Along with staff signature.
  3. Receipts will be maintained with the *Cash Resources Record* excluding the weekly amount provided to the person served for their own personal use.
  4. Monthly, two employees will balance and reconcile the *Cash Resources Record* prior to giving it to the Office Manager. This includes:
    - a. All receipts are accurate and correctly documented
    - b. Required employee and the person served signatures are documented
    - c. Balances for cash on hand are verified
    - d. Discrepancies are reconciled



- e. New balances are transferred to the next month's *Cash Resources Record*
- 5. The Program Coordinator or Designated Manager will also balance and reconcile the *Cash Resources Record* prior to being faxed to the legal representative and case manager on a monthly basis, **if requested. Two staff will count the cash at the beginning and end of each shift to ensure the balance is correct.**
  
- H. Other financial items such as phone cards, credit cards, checking accounts, savings accounts, etc. will be managed by the company for the person served only as specifically directed by the *Financial Authorization*.
- I. At all times, the person served and legal representative will have access to the written records involving the person served funds.
- J. Employees will not:
  - 1. Borrow money from or lend money to a person served.
  - 2. Purchase personal items from a person served.
  - 3. Sell merchandise or personal services to a person served.
  - 4. Require a person served to purchase items for which the program or organization is responsible.
  
- K. Any employee who suspect's misuse of the person served funds will take immediate action to stop the misuse and protect the person served by reporting and documenting the suspected misuse according to company policies on reporting maltreatment of vulnerable adults.