



Policy Title: Funds Management & Safekeeping	Effective Date	4-1-14
	Revision Date	1/31/14
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	Approval	TH
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I. Purpose

To ensure persons attending PAI retain the use and availability of personal funds. To establish systems for the safekeeping of those funds consistent with the requirements of the Consolidated Standards Minnesota Statutes, 245D, Subdivision 10.

II. Revision History

Date	Rev. No.	Change	Reference Section(s)
1/31/14	2	245D wording added	Entire document
7/27/05	1	Format change, Wording change	Entire document, V Policy

III. Persons Affected

All PAI employees and service recipients.

IV. Persons Responsible

All employees of PAI.

V. Policy

- A. The Director assigned to each of PAI's sites has the overall responsibility for assuring that service recipient funds and receipts are maintained consistent with the requirements of Chapter 245D. Home and Community-based Services Standards.
- B. The use and availability of personal funds or property are retained by the individual unless restrictions are justified in the coordinated service and support plan (CSP).
- C. Whenever PAI assists persons with the safekeeping of funds or other property written authorization will be obtained from the individual, their legal representative and case manager within five working days of service initiation and annually thereafter.
- D. PAI will survey, document and implement the preferences of the person or their legal representative and case manager for frequency of receiving a statement that itemizes receipts and disbursements of funds or other property.
 1. PAI will document changes to the preferences when they are requested.
- E. PAI will:
 1. Ensure separation of service recipient funds from the monies of PAI programs, and staff.
 2. Maintain timely documentation of the receipt and disbursement of an individual's funds or property.
 3. Maintain all service recipient funds in a locked area.
 4. Return service recipient funds and property held by PAI:
 - a. As soon as possible but no later than three working days after the date of the request unless restrictions to do so are detailed in the person's CSSP.

- b. Upon the transfer or death of an individual, any funds or other property will be surrendered to the person or their legal representative, or given to the executor or administrator of the estate in exchange for an itemized receipt.
- 5. All transactions that occur at PAI will be overseen by staff to assure the safety of the person's funds.
- 6. All funds held at PAI programs are audited monthly by the PAI billing/payroll specialist or their designee to insure accuracy and accountability.
- F. PAI staff may not:
 - 1. Use funds or accept loans or gifts of money or property from a service recipient.
 - 2. Use an individual's funds for loans to staff or other persons.
 - 3. Use funds to make purchases other than for that individual's personal use.
 - 4. Use their own funds to supplement a service recipient's purchases.
 - 5. Require persons to purchase items which PAI is eligible for reimbursement.
 - 6. Use a person's funds to purchase items for which PAI is already receiving public or private payments.
 - 7. Purchase personal items from a service recipient.
 - 8. Sell merchandise or personal services to a service recipient.
- G. PAI and employees of PAI may not accept powers-of-attorney from a person receiving services at PAI for any purpose.
- H. Persons receiving pay checks will be paid via direct deposit. The individual's legal representative and case manager will approve the bank account that will be used for the deposit.

VI. Forms
Financial Authorization