

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**  
**POLICY AND PROCEDURE MANUAL**

**Date of Issue: 8/14/15**  
**Date Revised: 9/13/17**

**Section Number 370**

**Policy 370 – Purchasing Groceries for Residential Sites**

**I. DISCUSSION**

Using consumer's funds is a major responsibility and liability for employees and Southern Highlands. It is important to note that these funds come from Social Security, Veterans Administration, and other sources. From time to time, these entities have completed audits to determine if the funds are being spent correctly. Assumptions should never be made. Receipts and verification of how the money is spent is essential. Employees must follow the procedures or disciplinary action will be given.

**II. PROCEDURE**

- A. All sites are to prepare meals based on the approved menus.
- B. The day before grocery shopping an inventory of the available foods will be taken.
- C. Based on the inventory, a shopping list will be prepared for the following week.
- D. The day that the employee and the consumers are going shopping, they will pick up the Food Stamps and/or purchasing card from the designated site.
- E. Groceries will be split between the total number of consumers living together (i.e. if the bill is \$60.00 each consumer will pay \$30.00).
- F. If any one consumer is buying items that is only for that person, (i.e., snacks), that should be paid for separately after the home groceries are paid. That consumer then pays for the additional individual amount. The receipt is still maintained and submitted to show what occurred.
- G. All of the Food Stamps will be used first and then cash will be used for later weeks in the month.
- H. The Food Stamp card and purchase card will be returned to the designated site. The receipts are attached to the reconciliation form. The inventory and shopping list will be given to the supervisor for review.

- I. Supervisors will review the grocery receipts and supporting documents once a week prior to turning them into the Business Office.

If there is a large amount on the Food Stamp card or purchasing card, do not make assumptions that it must be spent. Ask the Residential Supervisor or Service Coordinator about the money. Wait for written instructions before spending.