

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

Date of Issue: 8/14/15

Section Number 371

Date Revised: 6/14/17; 9/13/17

Policy 371 – Procedure for Consumers Spending and Receipts

I. DISCUSSION

Using consumer's funds is a major responsibility and liability for employees and Southern Highlands. Southern Highlands must ensure that consumers have funds available when needed and that these funds are safely kept and documented appropriately to verify how funds are spent. A nominal amount of money and food stamp cards will be kept at the residential sites on a daily basis. Consumer spending cards for consumers living in the Mental Health residential sites will be kept at the individual sites. Consumer spending cards for consumers living in I/DD Supportive Living sites will be kept in the Director of I/DD Support Services office. Employees must follow these procedures or disciplinary action will be given.

II. PROCEDURE

Assigned staff will:

- A. Pick up consumer spending cards as needed from the designated site. Staff and consumer must sign the card out.
- B. After shopping, staff will log in amount spent under the appropriate column in the weekly reconciliation form. Staff and consumer must sign the receipt and attach to the form.
- C. If money is needed for the weekend, a nominal amount of money per consumer may be held at the site, based on the activities planned and funds available.
- D. Direct Care staff are responsible for knowing the budgeted amounts of the consumers and maintaining the budgeted limits for the week.