

LOS LUNAS COMMUNITY PROGRAM

PROCEDURES: USE OF INDIVIDUAL'S FUNDS FOR PERSONAL NEEDS

An important element of the individual's transitional (prior to entry into the Los Lunas Community Program), initial, and subsequent Individual Service Plans relates to assistance with money management. Virtually all individuals served by the Lunas Community Program will have personal funds available to them from such sources as Supplemental Security Income, their own employment activities (if involved in the supported employment program), and other sources, which they may use for personal needs. The procedures, which follow, relate to the Los Lunas Community Program's responsibilities in the management and expenditure of funds by individuals to further the goal of individual independence and community integration. (*Note:* The procedures which follow are applicable primary to those individuals in the Los Lunas Community Program's supported living program. Individuals and/or a host or natural family member in the family living living program will have assumed the responsibility for the funds in those instances. Nonetheless, the Los Lunas Community Program has requested that family living program providers follow these procedures as closely as possible where and when applicable. The responsible service coordinators have been asked to assist these individuals and providers in money management matters when requested to do.)

RESPONSIBILITY:

1. If the parent, guardian or legal representative wishes to sign the individual's checks written on the individual's account, he/she **must** be the Representative Payee for the individual.
2. Upon entering the Los Lunas Community Program, the individual's service coordinator is responsible for establishing a personal checking account for each individual for whom LLCP is the Representative Payee at a local financial institution. Accounts of those in the supported living program will require two signatures - the individual, the coordinator, the individual's House Manager and/or another designated LLCP signatore. Deposits may be made: a) initially, from another account previously held by the individual, from monies which the individual may have in his/her possession, or from funds provided by a parent, guardian, or legal representative over time; b) from Supplemental Security Income payments which are deposited directly to the individual's account or from a transfer of Supplemental Security Income funds which the Los Lunas Community Program may have received as representative payee; c) from wages received by a individual involved in the supported employment; and d) other sources.
 - a) If Los Lunas Community Program is the Representative Payee for the individual, one signature on the account must be that of the LLCP Coordinator or the Community Living Manager.
 - b) If the individual is unable to sign, the Coordinator and the Community Living Manager will be the signator.

3. The Business Operations Office will oversee the reconciliation process and will provide training in reconciliation to the House Manager and Coordinators. As much as possible, the House Manager will assist the individual in the supported living program in the monthly reconciliation of his/her checking account.
4. The House Supervisor will provide the Business Operations Office with detailed information concerning checking account receipts and expenditures during the period including but not limited to, the sources and amounts of all funds received, expenditures item by item, receipts with corresponding check number, etc. Checking account information will be submitted by the House Supervisor to the Business Operations Office on a timely basis, as determined by the Business Operations Office.
5. The Business Operations Office will audit the accounts of each individual in the supported living program on a monthly basis through statements and receipts provided by the House Manager to insure that: a) expenditures are within regulations and guidelines; b) where direct deposits have been made, the Los Lunas Community Program has been reimbursed from Supplemental Security Income funds for food and rent. The Business Operations Office may render similar assistance to those in the home-based supports program upon request of an individual or provider.
6. The Business Operations Office will issue a monthly bank account statement and monthly report to the parent, guardian, and or legal representative providing detailed information concerning checking account receipts and expenditures during the monthly periods including, but not limited to, the sources and amounts of all funds received, expenditures by item, receipts, etc.

GENERAL INFORMATION:

1. Any abuse or misuse of individual personal funds by Los Lunas Community Program staff members may be grounds for disciplinary action up to and including termination and/or criminal prosecution.
2. Handling of Individual Checking Accounts for Individuals in Supported Living
 - a. The service coordinator or House Manager should make sure that checks for more than \$100.00 are made payable to the vendor whenever practical.
 - b. No checks issued by an individual should be made payable to an employee. Checks, however, may be made payable to the Los Lunas Community Program for

reimbursement of food and rent. Checks for cash should not be issued. Checks for cash may be issued under special circumstances for reimbursement by an individual to an employee with approval of the Executive or Deputy Manager. For these special circumstance checks, the signator and payee cannot be the same person. Checks issued in the individual's name must be presented to the individual's financial institution.

- c. If a check is lost, stolen, destroyed, etc, the House Manager will contact the individual's financial institution immediately to initiate a stop payment order on the check and/or cancel the account and open a new checking account. The House Supervisor will notify the Los Lunas Community Program's Business Operations Office accordingly.
- d. No debit cards will be issued for an individual's checking account.

3. Purchases

- a. Examples of minor personal items or services purchases, which **may** be paid by check or from funds received by cashing a check, are:
 - 1) Beauty shop and barber shop services.
 - 2) Clothing.
 - 3) Tobacco products.
 - 4) Cosmetics and items of personal hygiene.
 - 5) Entertainment and special events.
 - 6) Recreational activities.
 - 7) Adaptive equipment, pharmaceuticals and pharmaceutical supplies, diapers, eye exams and glasses, and hearing aids and batteries which are needed by an individual and are **not** included as either a benefit of the Medical Assistance Program or an allowable cost in the determination of the provider's rate, with the approval of the individual's team.
 - 8) Individuals will be responsible for medical co-pay.
 - 9) Personal Furniture and Electronics
- b) Examples of items **not** to be purchased by check or from funds received by cashing a check include adaptive equipment, pharmaceuticals and pharmaceutical supplies,

diapers, eye exams and glasses, and hearing aids and batteries which are needed by an individual and **are** included as either a benefit of the Medical Assistance Program or an allowable cost in the determination of the provider's rate.

Note: Items covered under a. above and other necessities (e.g. bedding, furniture, etc.) may be purchased utilizing New Mexico General Funds if the individual has no personal funds.

PROCEDURES:

1. When an individual's account balance reaches \$1500.00, the Service Coordinator will attempt to contact the individual's guardian to obtain approval for purchases to maintain financial eligibility. If the Service Coordinator is unable to reach the guardian in a timely manor, (s)he will initiate the process to get approval for purchases to preserve eligibility.
2. The service coordinator will obtain written permission from the Executive Manager or his/her designee for expenditures exceeding \$100.00 when an individual's account balance exceeds \$1500.00 and the Service Coordinator has not been able to contact the guardian. In the event that the Executive Manager has to approve purchases, the guardian will receive a copy of the written approval after the purchase has been made.
3. The House Manager will assist the individual in (or make, if required) monthly checking account balances. The service coordinator will also keep the Business Operations Office fully informed concerning the status of the checking account and all other assets, monetary and non-monetary, which may be in the possession of the individual.
4. The Business Operations Office, following the procedures established relative to individual funds accounting will monitor the status of individuals' checking accounts and other funds and notify the service coordinator in the event that the individual (for those in the Medicaid waiver program) appears likely to accumulate more than \$2,000.00 at some future date so appropriate action may be taken.
5. The service coordinator will insure that the individual's checking account is closed or transferred within no more than 60 days following the individual's exit from the Los Lunas Community Program. If the LLCP receives SSA or SSI funds after the individual has exited LLCP, these funds will be returned to the issuing Agency. If an individual's paycheck is received after he/she exits the program, these funds will be forwarded to the individual.