

**Far Northern Regional Center
Consumer Cash Resources
Handbook
For
Residential, Adult Day and ICF
Service Providers
And
Service Coordinators**

Updated May, 2013
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I. INTRODUCTION

Consumer Cash Resources Defined

Title 22, California Code of Regulations, Section 80001(c) (4) (A-F) defines consumer cash resources as including monetary gifts, tax credits or refunds, earnings, personal and incidental funds, allowances paid to children, and any other similar resources. Monetary gifts include those received from relatives, neighbors, and friends. Earnings may be obtained from employment, sale of work, or workshops. Personal and Incidental (P&I) funds may be received as a result of proceeds from the Supplemental Security Income/State Supplemental Programs (SSI/SSP), Social Security Administration (SSA). Any other similar resources may include, but may not be limited to:

- * Interest from bank savings and loan accounts
- * Refunds from store purchases
- * Private or other governmental retirement benefits
- * Gambling winnings
- * Money obtained from insurance policies
- * Dividends from stocks, bonds, or mutual funds
- * Inheritance proceeds
- * Proceeds from trusts
- * Sale of assets

Personal and Incidental (P&I) funds

The California Welfare and Institutions Code, Section 4501, states that the “State of California accepts responsibility for persons with developmental disabilities and an obligation to them which it must discharge”. As a result, P&I funds are distributed to consumers. Funding sources include but are not limited to the Supplemental Security Income/State Supplemental (SSI/SSP) and Social Security Administration (SSA) programs, cash gifts, and wages. Far Northern Regional Center (FNRC) is authorized to act as representative payee for consumers who are unable to handle their own money.

Regulatory Authority

Residential service providers (RSP’s) must safeguard consumer cash resources in accordance with Title 22, California Code of Regulations, primarily Sections 80025 and 80026. In addition, the State of California Department of Social Services, Community Care Licensing Evaluator Manual Appendix D also provides guidance in this area. Supported Living service (SLS) providers must follow provisions in their contracts citing some of these Title 22 regulations.

Adult day programs (also referred to as LDP’s or licensed day programs) must comply with Title 22, California Code of Regulations, primarily Sections 82025 and 82026. These regulations have the same content as RSP regulations but are not as detailed.

Intermediate Care Facility (ICF's) service providers follow Section 1318 of the California Health and Safety Code, which requires licensed facilities licensed by the State Department of Health, Licensing and Certification be bonded and manage consumer resources in an honest and faithful manner. These facilities are also subject to Title 22, California Code of Regulations Section 76931.

FNRC has the authority to review consumer cash resources (Title 17, California Code of Regulations, Section 56047(d)). Any deficiency or irregularity in the handling of a consumer's cash resources is considered to be a substantial inadequacy which may result in a Corrective Action Plan, which must be resolved within 30 days unless it is determined that the correction cannot be accomplished in that time (Title 17, Code of Regulations, Section 56054(a) (6), 56056(c)).

Scope of Manual

This manual has been written primarily for RSP's, LDP's and FNRC Service Coordinators. RSP's and LDP's may also be collectively referred to as licensees. Questions or suggestions for improvement may be directed to FNRC's Associate Director, Administrative Services. ICF's and SLS providers should follow the RSP guidelines as best practices/contract requirements and specific requirements for ICF's are discussed in Section XII. In addition, this manual focuses on cash resources but provides general guidance on safeguarding personal property.

II. RESPONSIBLE PARTIES

Residential Service Providers (RSP's) and Licensed Day Programs (LDP's)

RSP's and LDP's are responsible for cash resources when they "handle" consumer funds. Handling occurs when a consumer who needs assistance with cash resources is accepted into care or a service provider is entrusted with the care or control of a consumer's cash resources.

When an RSP or LDP takes physical custody of cash resources, takes a consumer to the bank to cash a check, assists in preparation of deposit slips, or watches over, directs, or makes purchases for or at the discretion of the consumer or authorized representative, they are deemed to have "handled" and assumes responsibility for safeguarding cash resources.

RSP's or LDP's are not required to take a resident who needs assistance managing his or her money. They can refuse to take a referral that requires that assistance and can ask for relocation of a consumer who loses the ability to manage his or her financial resources. If a resident needs assistance, the Service Provider is required to provide it while the consumer remains with the licensee.

Consumer Interdisciplinary Team (IDT)

The IDT shall consist of the consumer, RSP and/or LDP, FNRC Service Coordinator, and/or the consumer's authorized representative. The IDT will determine how the consumer's cash resources will be handled. When the RSP or LDP agrees to safeguard the funds, the RSP must keep accurate and current records.

Authorized Representatives

The authorized representative is a person responsible for managing the consumer's funds. A parent, legal guardian, conservator, or public placement agencies (for example FNRC as representative payee) are examples of authorized representatives.

Citation: Title 22, California Code of Regulations, Section 80001(a) (7).

Access to Consumer Records

The following person or persons are authorized to review consumer records:

- * Consumer
- * Authorized Representative
- * Regional Center personnel (case manager, liaison, Quality Assurance Specialist, fiscal monitor or other Regional Center employees)
- * California Department of Health Care Licensing
- * California Department of Social Services (Community Care Licensing)
- * California Department of Developmental Services
- * Parent (if consumer is under 18)
- * Legal guardian or conservator
- * Social Security Administration

III. BONDING

Provider Requirements

A surety bond is required for RSP's and Adult day programs. For children's residential facilities, bond coverage is required if the provider handles more than \$50 for one resident or a total of more than \$500 for all consumers in a month. SLS provider bonding requirements are stated in contracts. The bond must be issued by a surety company to the State of California as principal. The amount of the bond shall be according to the following schedule:

<u>Amount Safeguarded Per Month</u>	<u>Bond Required</u>
\$ 750 or less	\$1,000
\$ 751 to \$1,500	\$2,000
\$1,501 to \$2,500	\$3,000

Every further increment of \$1,000 or fraction thereof shall require an additional \$1,000 on the bond. Contract provisions for Supported Living Service providers may differ from these requirements. Requirements for ICF's differ slightly and are discussed in Section XII.

RSP's and LDP's who handle consumer funds are responsible for reimbursing losses due to robbery, burglary, fire, employee error or dishonesty.

The amount of cash at the facility should be enough to meet expected requests.

Citations: Title 22, Section 80025 (Residential Service Providers), Section 82025 (Adult Day Programs), Section 1560 of the California Health and Safety Code.

IV. BASIC SAFEGUARDS FOR CONSUMER RESOURCES

General Requirements

These requirements must be followed by licensees and their employees:

- * They shall not accept appointment as a guardian or conservator of the person and/or estate of a consumer.
- * They shall not accept any general or special power of attorney except for Medi-Cal or Medicare claims for a consumer.
- * They shall not become the representative payee for a consumer unless appointed the Social Security Administration.
- * They shall not become the joint tenant on any account such as a bank account.
- * Consumer cash resources and personal property of the consumer cannot be used as collateral for debt.
- * Consumer resources must not be commingled with facility or program funds.
- * Cash resources must be kept in a separate bank account and/or envelope separate from petty cash.
- * Small amounts of money may be loaned to a consumer, but the loan cannot come from any trust accounts containing the resources of other consumers. Documentation must be maintained at the home. A negative balance is considered a loan from the service provider. Loans should only be for insignificant amounts and should be able to be repaid promptly with expected P&I revenues.

*P&I funds cannot be used for Basic Services as defined by Title 22 or the admission agreement between the facility and the consumer.

*Consumer resources kept on a provider's premises must be locked in a secure place. A safe or locked strong box qualifies as a secure location.

Citations: Title 22, California Code of Regulations, Section 80026 (Residential Service Providers, Section 82026 (Adult Day Program providers).

V. BOOKKEEPING REQUIREMENTS

Standard Ledger Form

Records for consumer cash resources shall be maintained as a drawing account that includes columns for income (Amount Received), disbursements (Amount Spent or Withdrawn), transaction descriptions, and a balance for each consumer. RSP's and LDP's must keep consumer ledgers current at all times. Use of the State of California Department of Health Services Community Care Licensing Division's Form LIC 405 (Form LIC 405) or equivalent is strongly recommended. A separate Form LIC 405 should be used for each consumer per month. Only one transaction should be placed on one line of the ledger. If there is income on one day and an expense on the same day, these two transactions should be recorded on separate lines. Multiple expenses at different stores on the same day should be listed on separate lines.

Date

The date on the ledger should be the date that the transaction occurred, not the date the ledger was posted. Ledger dates and purchase receipt dates should agree.

Description

The source of Amounts Received or Amounts Spent or Withdrawn should be indicated (for example, Wages, P&I for Amounts Received, Wal-Mart or Mc Donald's for Amounts Spent or Withdrawn). Amounts Spent or Withdrawn through purchases should be numbered in chronological order and the numbers should cross reference to purchase receipts filed in chronological order. Separate purchase receipt files should be maintained for each consumer.

Amount Received

Entries should show receipt of all wages, P&I, or other consumer cash resources handled by a provider. Check stubs from consumer earnings should be filed and retained in date order. If consumer keeps cash from a check deposit, there should be a note or ledger entry showing the cash receipt by the resident. If the facility does not "handle" the check, no entry is necessary.

Amount Spent or Withdrawn

Entries in the ledger should show the amount and name of the vendor for whom the goods are purchased. Amounts Spent or Withdrawn through purchases should be numbered in chronological order and the numbers should cross reference to purchase receipts filed in chronological order.

Purchase Receipt Documentation

Receipts must support consumer purchases. The original store receipts shall be kept with the consumer P&I records at the home.

Purchase receipts should list the date, the vendor, and the amount of the purchase. If one of these items is missing, the service provider should add it to the receipt at the time of purchase. Purchase receipts should not otherwise be altered, including cutting off information such as the date, time, and amount of the receipt. They should itemize what is purchased.

Receipts including purchases for more than one resident should not be a frequent occurrence as consumers should be participating in the use of their own money and neither their diagnosis nor their disability should prevent this. However, when absolutely necessary it may be referenced on each individual's cash resource ledger and then stored in a separate file. It is acceptable to copy the original receipt and place a copy of the receipts in each consumer file.

Money sent with the consumer for day program shall be documented with a receipt from the program.

There should be very few cases where there is not an actual receipt. In those rare instances, there should be a dated note indicating what was bought, where, and the staff person's signature. This should only be used to document a transaction when a vendor does not give a receipt.

Handwritten notes are not acceptable substitutes for receipts. If a provider fails to keep a receipt to support any expense, they are responsible for either replenishing the funds spent or for proving the expense by other means.

Signature for Cash Transactions

The consumer must sign a cash receipt with a date and amount or sign a ledger entry indicating cash was received on Form LIC 405 or equivalent. This is the only time a consumer should sign a ledger. The practices of having a consumer sign every line or every ledger indicates the consumer may have no idea of what he or she is signing. That practice should not be used to circumvent receipt documentation requirements. The IDT

shall decide the amount of money that the consumer will receive regularly (e.g. daily, weekly). The decision should be documented and maintained at the facility.

The facility representative should also sign as the Form LIC 405.

If a consumer keeps cash from an expense, they should sign a receipt for cash and it should be entered separately on the ledger. If a consumer returns change from cash they signed for, the amount should be listed as a deposit on the ledger.

Balance

Ledger math should be accurate. Since mistakes are common, it is advisable to have a second person review ledgers and agree them to cash balances monthly. This will help detect ledger posting errors.

Bank Records

Providers may choose to use a bank account for consumer funds. In that case:

- * The account must be labeled as a trust account and these funds cannot be comingled with facility funds.
- * The RSP shall provide upon demand, access to consumer money by the consumer or authorized representative. Providing access does not relieve the RSP from documentation procedures.
- * Deposits shall be kept in a financial institution authorized to conduct business in California, and the federal government shall insure the deposits.
- * All money for residents in a single facility can be kept in one bank account. If the provider has more than one facility, there must be a separate account for each facility. The account cannot be used by the provider as collateral for a loan.
- * For bank accounts that contain more than one consumer's money, the bank statement should be reconciled to the consumer ledgers on a monthly basis. The ledger balance must equal the bank balance plus any cash on hand.
- * Per Community Care licensing and FNRC, bank charges are not payable from P&I funds.
- * If an interest earning bank account consists of money belonging to several consumers, then the interest income must be pro-rated to each consumer according to the relation of each consumer's money to the total of consumer funds (e.g., consumer A has \$ 7 and consumer B has \$3, then consumer a is entitled to 70% of the interest recorded to the bank account). Non-interest earning bank accounts are acceptable.
- * Bank statements and cancelled checks shall be retained or shall be accessible to authorized representatives on line.

Citations: Title 22, California Code of Regulations, Section 80026 (Residential Service Providers, Section 82026 (Adult Day Program providers).

VI. IPP AND IFSP OBJECTIVES

Purpose of the IPP or IFSP

The IPP will list the amount of money a consumer can spend in a given time period without a receipt. The types of money handled by the provider could also be listed to clarify what is expected of the provider. Providers must be diligent in their collection of funds from wage earners who pay part of their placement costs.

When a consumer requests more funds than is authorized in the IPP, the provider should note it in the consumer's file and notify the FNRC Service Coordinator.

When a consumer has earned income from employment or a day program, that resident has the authority to spend the funds as they wish. If the person is 18 years of age or older, no one can control those funds other than by court order. Consumers should be counseled to make wise choices, including payment of their portion of basic placement costs to the provider.

Some RSP's develop IFSP's or the equivalent. The IFSP should spell out any details about money management plans not listed in the IPP.

VII. DISALLOWED EXPENSES

Basic Services

Expenses incurred in the normal day to day care of a consumer are basic services. The consumer's P&I may not be used for basic services. Licensed programs have an admission agreement that lists what services are provided for what rate. These agreements commonly refer to regulations defining basic services. Any additional services and the related cost to the consumer must be described in the admission agreement. If services and costs are not listed in the admission agreements, the consumer should not be charged for those services. The following list consists of items defined as basic services:

1. Bath towels (85088)
2. Blankets/bedspreads (85088)
3. Chair (85088)
4. Coins/tokens for washers and dryers (85088)
5. Comb/Hairbrush (85088)
6. Disposable Diapers (80077.4, if not funded)
7. Feminine napkins (85088)
8. First aid medication (80075)
9. Lamps (85088)
10. Laundry (85088,85077)
11. Linens (towels, bed sheets, pillow cases, pillow, washcloths)(85088)
12. Mattress and sheets (85088)

13. Mattress springs (85088)
14. Meals -Three nutritious per day (80076)
15. Nightstand (85088)
16. Shampoo (children's facilities)
17. Snacks (80076)
18. Non-Medicated Soap (85088)
19. Stationery (letter writing materials, including stamps)
20. Telephone calls (local) (80073)
21. Tissue wipes/Kleenex
22. Toilet tissue (85088)
23. Toothbrush (85088)
24. Toothpaste (85088)
25. Transportation for medical and dental care (80075)

The use of common towels and washcloths is prohibited by regulation.

Citation: Title 22, Sections 80001 and as cited above.

Other Disallowed Expenses

FNRC and Title 22 regulations determine that the expenses listed below must not be paid for with consumer's P&I funds. The RSP receives a rate of reimbursement from the State of California that includes money to purchase the following items and using P&I funds would be a duplication of funding. *The consumer's IDT must approve any exceptions.*

1. Bank service charges (the RSP should consult with the branch manager in order to get the service fees waived).
2. Birthday cakes
3. Bond insurance
4. Property destruction (consumers are not financially responsible for damages they cause to the home-DDS ruling 1981-Insurance policy should be used).
5. Diapers (may be funded by Medi-Cal or Regional Center)
6. Furniture required by Title 22, Section 85088
7. Haircuts or permanents by staff or RSP unless IDT determines exception
8. Loans to RSP or other individuals
9. Magazine subscriptions used by all consumers
10. Property damage (see 4)
11. Rent
12. Television, CD player, cable, and radio for use of all consumers.
13. Transportation other than for vacations
14. Utilities

VIII. ALLOWABLE EXPENSES

Key Concepts

* Individual Benefit - The expense must benefit the consumer individually (A video purchase for use by all consumers is considered a facility expense. A video rented for a specific consumer to be viewed on his or her own VCR is an allowable expense).

*Reasonableness – The cost of the purchase or draw must be reasonable and not interfere with satisfying the consumer’s basic living needs.

* The consumer must request or need the purchase.

*Other funding sources must be exhausted - Medical, medication or dental services should not be paid for with P&I funds if insurance (including Medi-Cal) will satisfy the debt.

The RSP in conjunction with the IDT may determine that a consumer shall have an Individual Program Plan (IPP) training objective regarding money management. Consumers who are learning to manage their own money may spend money (a pre-determined amount) from their case resources for which no receipts are necessary other than the consumer’s signature for each disbursement. The money management objective should be reviewed by the IDT (planning team) on a quarterly basis according to requirements in Title 17.

Allowable Expenses List

Consumers may purchase items for personal use with IDT and/or consumer’s representative approval. If a consumer wishes to purchase an item normally provided by the facility, the IDT must ascertain whether the purchase would benefit the consumer. This does not relieve the home of providing basic services or furnishings for all consumers.

The following non-inclusive list of items may be paid for out of consumer P&I funds:

1. Barber and beauty shop services
2. Batteries
3. Bicycles
4. Camera, film and developing
5. Camp fees
6. Candy
7. Cell Phone
8. Cigarettes
9. Clothing
10. Cosmetics
11. Creme Rinse

12. Dental Floss
13. Denture Cleaner
14. Deodorant
15. Digital Camera and printing
16. Games (not purchased for home)
17. Electric shaver
18. Facial tissue for consumer (not common area)
19. Furniture for consumer's personal use
20. Glasses (not covered by Medi-Cal)
21. Hair curlers, pins, barrettes
22. Hair dye, spray
23. Lotions
24. Magazines for personal use
25. Perfume, cologne, or aftershave
26. Personal hobby materials
27. Plants (not plants for the home)
28. Puzzles
29. Personal Electronic Devices
30. Razors and blades
31. Recreational/Entertainment activities that are not part of required home activities
32. Shampoo, in adult and elderly facilities
33. Shoes
34. Long distance telephone calls
35. Toys
36. Transportation not part of required home activities or other transportation that is the responsibility of the RSP
37. Television and Cable for personal use
38. Watches
39. Wigs and hairpieces

Other Allowable Expenses with Constraints

Meals away from the facility

When consumers are away from a facility, the RSP is responsible for providing a nutritious "brown bag" lunch, or money to purchase a meal, if they are attending activities that are considered basic services or are identified as a service in the IPP or Admission agreement. The amount of money to be provided is the average cost of facility meals. Consumer P&I funds may pay for the portion of cost of restaurant meals above the average home meal cost (e.g. if the estimated average cost of a home meal is \$4.00 and the restaurant meal is \$6.00 per person, then each consumer may pay \$2.00 and the RSP pays \$4.00 per person).

Shared expenses

These expenses are most frequently incurred by SLS consumers with roommates. Examples are cable service and telephones. The costs of these expenses should generally be shared equally between consumers unless another reasonable cost sharing agreements exist. Receipts should be maintained and each consumer's portion should be entered in the ledger. A copy of the original receipt can be placed in one or more files.

The RSP should pay the cost of shared telephone or televisions/cable service in the general living or program areas. In SLS homes, residents should pay for telephone and cable costs unless staff uses the services regularly.

Group trips

FNRC encourages RSP's to take consumers on day trips, weekend events, or longer vacations. However, the RSP is still responsible for a share of the cost of these excursions.

In addition, each consumer must have the option to stay home and not be a part of the vacation group. Should a consumer choose not to participate in any vacation plans, the RSP is responsible for staffing the facility for that consumer.

The following expenses may be paid for with P&I funds.

Lodging - The cost must be divided equally among all participants. If six consumers go on a vacation with two staff, then each consumer may pay for 1/8 of the hotel or camping cost.

Transportation - Using the above example, each consumer may pay for 1/8 of the actual cost of gas and oil. The standard mileage rate cannot be used to determine the transportation cost.

Admissions - The consumer may pay for all of his/her park or activity admission.

Meals - See Meals away from the facility above.

Individual trips

If the consumer has a payee and enough money to meet his current and foreseeable basic living needs after trip costs, the resident may pay for the trip. If there is no payee or conservator, the consumer may make the decision independently. The decision should be discussed with the FNRC Service Coordinator.

A staff member may be paid to accompany the consumer on a trip with the approval of the conservator if applicable. The RSP should document the consumer's choice of the trip, the consumer's choice of the staff member, and the discussion with the Service Coordinator.

Gifts

RSP's rarely, if ever, should sell items to or buy them from consumers. The Service Coordinator should ensure this is the consumer's choice and the costs are reasonable and comparable to market prices.

The RSP or LDP should maintain a record of all monetary gifts all and all other gifts exceeding an estimated value of \$100, provided by or on behalf of a consumer to the licensee, administrator or staff of a facility or program. The date, time, amount, recipient, and purpose should be documented in the consumer's file.

Brand preference

If a consumer requests a product that differs from the facility-provided product, then the RSP may purchase the specialty brand with the consumer's P&I. However, only the difference in the price from the facility product and the consumer requested product may be paid for with P&I funds (e.g. if the home brand of toothpaste costs \$2 and the consumer prefers a \$3 brand, then the consumer may be charged \$1 for toothpaste).

IX. EXCESS CASH RESOURCES

FNRC requests all providers maintain no more than \$300 for consumers who receive SSI and/or Medi-Cal. If the sum of a consumer's funds at FNRC, a facility, and a program exceeds \$2,000 *at the end of a given month*, he or she will lose entitlement to SSI or Medi-Cal. This can result in forfeiture of *all* of a consumer's benefits for any month excess resources exist, and have caused assessment of large overpayments when the consumer was determined to have excess resources for months or years.

There are two primary methods for reducing excess cash resource balances:

- * Assist the consumer in developing a plan to spend down excess funds. Possible spend downs might include, but not be limited to, clothing, burial trusts, rent payments, health care if not covered by Medi-Cal or insurance, vacations, or entertainment.

- * Return excess amounts to the representative payee or authorized representative. This may involve requesting that P&I checks for FNRC representative payee consumers not be disbursed for some period.

A consumer's balance can rise to over \$300 during the month due to receipt of wages, refunds, or the consumer may be saving for a larger purchase. In these cases, *funds must be spent down below \$300 by the end of the month* or the existence of higher balances must be discussed with the Service Coordinator to ensure the combination of all funds held for the consumer do not exceed \$2,000.

X. CONSUMER MOVEMENT OR DEATH

If a consumer moves from one facility to another living arrangement, the RSP should give the consumer's cash resources to the consumer or authorized representative. The RSP should issue a signed receipt for any cash given and enter it into the P&I ledger. When a consumer moves from one facility to another, the former should obtain a signed cash receipt from the new provider.

If a consumer dies and the Regional Center is not representative payee, the provider should notify the executor or administrator of the estate promptly and obtain a signed receipt for any cash or property surrendered. If there is no executor or administrator, a signed receipt should be obtained from the authorized representative. If no executor or administrator is appointed, the RSP shall immediately give notice of the death to the Public Administrator of the county as provided in Section 7600.5 of the California Probate Code.

If a consumer dies and the Regional Center is representative payee, funds cannot be disbursed to possible beneficiaries until 45 days after death. FNRC will hold funds until that time for the purpose of settling the consumers' final debts. If the consumer is over 55, the FNRC Trust unit is required to send an inquiry to the State Medi-Cal Estate Recovery unit to see if Medi-Cal costs must be reimbursed. In many cases, funds are sent back to that unit and cannot be disbursed to possible beneficiaries.

XI. PERSONAL PROPERTY

Consumers may have valuable items at facilities or programs. The RSP is responsible for maintaining State of California Department of Health Services Form LIC 621, which shows items safeguarded. FNRC expects to see items with a value of \$50 or more and/or items of sentimental value on the form.

Consumer personal property is for that person's use. It should not be used to replace something that is required to be provided by the RSP. The personal property of a resident shall be in his or her private area.

When a consumer moves or dies, it may take a few days to relocate the property. The RSP must surrender the property as soon as the consumer's representative is ready to move it. The person moving the property should sign an itemized list of what has been taken.

XII. INTERMEDIATE CARE HOMES (ICF's)

The same rules for cash resources use that apply to RSP also apply to ICF's. The following are specific regulations for these facilities:

Bonding

California Health and Safety Code Section 1318 require a bond of not less than \$1,000. The amount is determined “based upon the operations of the applicant”. A bond is not required if less than \$25 per patient and less than \$500 for all patients is handled during the month. The bond must be on file with the applicable state department and be executed by an admitted surety insurer. Failure to maintain adequate bonding could result in revocation of a facility’s license.

Specific regulations

Title 22, California Code of Regulations, Section 76931, Safeguards for Client’s Monies and Valuables, states:

- *Consumer cash resources are not allowed to go below zero – consumers cannot receive loans from ICF’s.
- * No more than one month’s advance payment for care may be received from a consumer’s account.
- * Upon discharge of a consumer, all money and valuables shall be surrendered to the consumer or authorized representative in exchange for a signed receipt. Money and valuables kept at the facility shall be surrendered upon discharge and those kept in a demand trust account shall be made available within three banking days.
- * Upon discharge, the consumer or authorized representative shall be given a detailed list of the consumer’s valuables and a current copy of the debits and credits of consumer monies.
- * Within 30 days following death of a consumer, except in a coroner or medical examiner’s case, all money and valuables shall be surrender to the executor, the administrator or guardian of the consumer’s estate in exchange for a signed receipt, or to any authorized person.
- * Whenever a consumer with no known heirs dies, the facility should give immediate written notice to the Public Administrator specified in the California Probate Code and a copy of the notice shall be filed with the State of California Department of Social Services (the Department).
- * Upon a change of ownership of a facility, an audit by a public accountant shall be obtained by the new owner in exchange for a receipt for monies transferred.
- * Upon closure of a facility, an audit by a public accountant of all consumer monies shall be submitted to the Department and all consumer monies shall be transferred with the consumer.
- * The facility shall have written policies and procedures that protect the financial interest of the consumers and allow for counseling in management of their funds.
- * Records must be kept for three years after transaction dates.

Additional Disallowed Expenses

In addition to the items restricted for RSP’s, drugs, medical supplies, medical or dental services, or other expenses required at the facility or funded by Medi-Cal cannot be purchased from P&I funds.