

**OHIO DEPARTMENT OF DD
OFFICE OF PROVIDER STANDARDS AND REVIEW**

FREQUENTLY ASKED QUESTIONS ABOUT MONEY MANAGEMENT

Q: Can an individual pay for the staff to go on vacation with them?

A: It depends. The team process should be used to lay out very clear guidelines for the vacation, such as which specific expenses the individual will cover for staff, how much the individual will pay for things like staff meals and lodging, and how receipts will be need maintained.

Q: If I am payee do I need team approval to spend an individual's funds?

A: Even if the provider is also the payee, the team should assure that money management is addressed in the ISP. The ISP should include clear parameters, such as the maximum amount of money that can be spent without team approval and the amount of money the individual can manage independently. The team should discuss the need for accountability measures like keeping receipts and balancing accounts, and the frequency of monitoring by both the provider and the SSA. Additionally, payeeship only applies to benefit money- the payee has no authority over earned income or money from other sources.

Q: Can an individual loan their staff money?

A: No. Agency providers are required to implement policies around personal funds that include prohibiting staff from borrowing money from individuals, selling individuals items, asking individuals to participate in activities from which either the staff person or their friend/family profit (ie., Avon, Pampered Chef parties, PartyLite, etc). Borrowing money from individuals can easily become a potential misappropriation/exploitation issue.

Q: Can a staff person use their own Rewards Card when making purchases on behalf of the individual with the individual's money for which the staff may receive some kind of benefit (such as fuel perks)?

A: This practice is strongly discouraged as there is a potential for staff to personally benefit from purchases made by an individual. Individuals may wish to have their own rewards cards.

Q: Does the provider have to maintain receipts for money spent by the individual?

A: It depends on the needs of the individual. Receipts and other accountability measures should be addressed in the agency's policies and procedures and in the individual's plan if the team determines that this is important to/for the individual.

Q: What can providers do to minimize the risk of misappropriation to individuals?

- A:
1. Establish an accounting system that includes requiring receipts with purchases, tracks who is handling the money from distribution to making purchases, requires regular balancing of cash and bank accounts by someone not responsible for handling the money, and tracks purchases to ensure that the individual received the goods.
 2. Make sure that cash, ATM cards, credit cards, and gift cards are kept in a secure location and that you know who has access.
 3. Protect confidential information such as Social Security numbers, bank account information, and ATM pin numbers.
 4. Develop and implement a money management policy. Such policies should reflect the requirements of the rule. The policy should clearly prohibit borrowing money/personal items and accepting gifts over a nominal amount from individuals served by the agency.
 5. Assure that staff are trained on the needs of the individual and that they are capable of performing the tasks related to money management.
 6. Assure that staff are trained on the rule and the agency's policies/procedures.
 7. Complete routine monitoring to ensure implementation of services and accounting of funds.
 8. Provide on-going training about the management of personal funds..

