

Madawaska Valley

Association For

Community Living

**POLICY: PERSONAL FUNDS**

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**POLICY STATEMENT**

Where a person receiving supports has requested assistance with the management of their day- to-day finances or the assistance is identified in the person’s individual support plan a separate book of accounts and financial records is prepared and maintained for each person with a developmental disability who receives assistance with the management of their day-to-day finances.

**ANNUAL FINANCIAL PLAN**

Each person receiving residential support from MVACL will complete, with assistance as needed, an Annual Financial Plan. It is recommended that the plan is completed when their income tax return is prepared. Follow-up or direction required from the review will be incorporated in the implementation of the individual's personal support plan.

**ONTARIO DISABILITY SUPPORT PROGRAM**

Assistance in regard to maintenance of their finances is available to person’s supported within the residential program and is developed according to their individual needs. An assessment of their support needs and their desire for support determines the quantity and intensity of support they will receive. Persons supported receiving Community Participation Supports or Independent Living Supports receive assistance to maintain their finances as identified in their personal plan of support.

**Direct Deposit**

For Per Diem (rent) requirements each individual will be encouraged to apply for direct deposit as this is a much more effective way to manage the account. DSS will assist the individual in making application for direct deposit.

**Eligibility Reviews**

Anyone involved in paid work through the Employment Support Program will receive assistance in completing and submitting all necessary updated forms, applications, and reviews in regard to their O.D.S.P. eligibility from their Support Worker.

Residential support staff will provide all other persons supported with support to complete the annual review forms in regard to their O.D.S.P. eligibility, (unless family member or significant other prefers to do it.)

**Application for appointment of PG&T Trustee**

Application for appointment of PG&T Trustee will be pursued when individual makes a request for the assistance of a signing trustee.

Or when; through assessing and reviewing O.D.S.P. correspondence with the individual it is determined and agreed upon by at least three of the following persons supported that the individual is unable to understand the information and a signing trustee is necessary, self (if possible), parent, significant other, O.D.S.P. worker. In all situations the individual has full authority to consent, or not, to the use of a trustee for their O.D.S.P. assistance.

**APPOINTMENT OF TRUSTEE**

**Procedure**

The following information will be reviewed and translated into simple language with each person on an individual basis with their DSS and/or Manager.

* Personal Information Update Form
* Application for Assistance
* Rights and Responsibilities
* Consent to Disclose and Verify Information

If it is determined that the individual is unable to adequately understand the information If the individual’s family member and/or significant other are the most logical person to assume this role this will be pursued by staff if interest is shown, and the individual is in agreement. The Executive Director and/or the Manager will provide family members with information to access PG&T to be fully informed of the responsibilities involved when assuming this role.

Once a year the support team must review the recommendation to continue or discontinue the trustee arrangement or review the need to possibly acquire a trustee. This will be identified in the Annual Financial Plan that is to be completed each year and kept with the ISP.

**Responsibilities of the Trustee**

The trustee must ensure that the person seeks out, receives, and documents advice where: -

* issues are not addressed in the guidelines, or the guidance is unclear.
* issues pose an ethical or moral dilemma.
* issues may give rise to a real or perceived conflict of interest.

The trustee will be available to ensure the required information is sent in to O.D.S.P. to ensure there is no disruption in benefits.

The trustee will be responsible for overseeing the staff support that provides assistance with their financial transactions.

The trustee will be required to make themselves available for required signatures.

**Opening up an account:**

Both the Supported Person and the Supported Decision Maker if required are to visit a branch together to open the account and present a copy of the signed “letter of direction

***MVACL*** staff should contact ***Bank*** with the information such as the client’s name and make an appointment at the branch.

The individual and the Supported Decision Maker must present two (2) pieces of identification.

**Changing the Caregiver on the account**

When there is a change with the Supported Decision Maker on the individual’s account, MVACL must provide the bank with a “Letter of Direction removing the existing SDM and giving notice of the new SDM before any account maintenance can be performed. Only the new SDM needs to attend the branch and present two (2) forms of identification as mentioned above.

**ACCESS**

Bank accounts will be established for persons supported at a bank that is reasonably close to the group home. All person supported bank accounts statements will be mailed to MVACL Administration office and distributed to the location of the person supported The Statements list all transactions and will have copies of the returned cheques. These Statements will be received at the office no later than the 20th of the month following the end of the previous month. i.e. Decembers Bank Statement will arrive at the office in or around January 20th.

Bank of Montreal Clients run from the 7th of the month to the 7th. And these Bank statements will be confirmed where they are being delivered.

People supported by PG&T; their bank statements are mailed directly to the case manager at PG&T. They will need to be requested from PG&T for Bank Reconciliation.

Access to person supported financial records is restricted to the person supported and SDM.

Where a resident receives banking support from staff, the Manager must approve any purchase over $100 with a PO.

All arrangements with families who take responsibility for managing person supported finances will be reviewed annually when the personal budget plan is updated.

**PERSONAL NEEDS ALLOWANCE (PNA)**

The following applies to all persons who receive O.D.S.P., and their cheque indicates Personal Needs Allowance and PG&T funding. Personal Needs Allowance (PNA) provided under O.D.S.P. is an allowance intended to enrich the quality of life of the person supported. The money provided for the personal use of the person supported is intended to purchase goods and services not considered to be the responsibility of the agency.

Any individual receiving PNA is required to provide the agency with a monthly rent cheque which has been set up for automatic withdrawal at the end of each month. Therefore, their rent cheque is expected to cover the cost of their room and board and PNA money should not be used towards those expenses.

Purchases made with PNA money belong to the person supported and will remain their property wherever he/she lives. Persons supported may choose to go together to purchase large items. Prior to the purchase a written agreement between them must indicate the shared fate of the item if they no longer live together (i.e. they may choose to divide it 50/50.)

**Examples of Purchases - PNA**

Hobbies, crafts, cosmetics, perfume, special shampoo, gifts, recreational/leisure activities, admission to community events, dinner out, cigarettes, alcoholic beverages, coffee shop purchases, snack food, personal purchases, special chair, bicycle etc.

**DSS’s Responsibilities - PNA**

The Primary DSS assigned to a person supported that lives in a designated group home and receives a PNA will not only be required to follow the above procedures but will also be responsible to ensure that PNA money is spent in the interest of the person supported and not for expenses covered by the agency. The monthly review and sign off of financial records for each person supported by the DSS indicates the review took place and is in compliance with this policy.

**Manager’s Responsibilities - PNA**

The Manager responsible for the persons supported that live in a designated group home and receive a PNA will review expenditures to ensure that PNA money is spent in the interest of the person supported and not for expenses covered by the agency. The monthly review and sign off of financial records for each person supported by the Manager indicates the review took place and is in compliance with this policy.

**RECORD KEEPING**

Full financial records must be kept on all Supported Persons accounts, identifying each transaction requiring **removal of funds from the account, and receipts to match.**

There should be copies of cheques deposited as well as copies of any withdrawal slips with a signature which can only be obtained by the person supported.

These accounts may be held with identified advocates or family members, where this has been deemed appropriate.

DSS support provides an opportunity to discuss and/or counsel the person being supported regarding their needs in relation to their wants. It will also provide opportunity for the person supported to think through the purchase.

All expenses and corresponding receipts for resident accounts are entered into a ledger. Receipts for items that have warranties will be kept until the warranty expires at the Person’s place of residence.

All withdrawals, whether cash, cheque, or debit transaction, must be recorded in the ledger. The Ledger requires the name of the person supported and a full date i.e. dd/mm/yyyy.

**LOANS/PURCHASES**

Staff will NOT encourage borrowing/lending between persons supported. If necessary, persons supported may borrow from the agency’s petty cash to participate in an activity.

If at any time staff or a person receiving support wish to sell or purchase anything from one another written approval must be obtained from the Manager prior to the transaction.

**FINANCIAL RECORDS**

Every weekday at 15:00 and 22:30, during shift change, Persons Supported petty cash will be counted by both staff for accuracy with the petty cash ledger. Both staff will initial on the Petty Cash Tracking Sheet that petty cash was counted and balances with the petty cash ledger. Any discrepancies will be noted. An Incident Report is to be completed if there are any unexplained discrepancies. (See Internal Audits Section below).

On Saturdays and Sundays at locations where there is more than 1 staff working, petty cash counts will follow the above system. At locations where there is only 1 staff for the weekend, petty cash will be counted Friday at 22:30 during shift change and Monday morning at 07:30 at shift change.

Once a month the DSS will balance all financial records to ensure all are in order and will review these records with the person supported. The person supported and DSS will sign the record to indicate this has been done. Monthly the Manager and the DSS will review all financial records and sign the record. These records will then be forwarded to the Finance Department. These should be received no later than the end of the month following the month being reconciled. Example December should be received by January 31.

What is to be included in the Bank Reconciliation is a Cover sheet, Bank statement including the returned cheques if any, copy of cheque book Register and copy of Petty Cash Ledger and all pertaining receipts deposits slips and withdrawal slips in an envelope which is provided at the beginning of the year for 12months.

For the Month of January there should also be included the Personal Budget & Protocol and an Annual Financial Plan

Personal bank account information, bank books, ledgers, etc. are to be available at all times to the individual (and/or their significant other with the person’s permission). When this is necessary the reason will be documented in the Annual Financial Plan. This will provide consent from the individual and their significant other.

Due to the confidentiality of this information, it will be required that this information be kept in a secure location.

**INTERNAL AUDITS**

The DSS is responsible for completing monthly reviews of bank account ledgers (statements, transactions, and purchases) for persons supported who are identified as receiving support with their finances in their personal Support Plan.

**The Manager must review and sign off each person supported bank account ledger each month.** Discrepancies that cannot be adequately explained or supported will be investigated and a report will be forwarded to the Executive Director. If the discrepancy is more than $100 or there are more than three occurrences in one month the Executive Director will be notified and a designated Audit Team (Finance Department) will conduct an audit of the person supported accounts and report the findings to the Manager and Executive Director.

A designated Audit Team (Finance Department) will review annually (February/March) the books of accounts and financial records prepared and maintained for people who receive assistance with the management of their day-to-day finances as identified in their individual support plan. The review will include a report to the Executive Director who will forward to the board of directors for their March Meeting.