



Policy and Procedure # 501

Residential Client Money Management: Client Funds Account

Approval: _____ Effective Date: _____

POLICY:

EFI will, as needed, assist clients in managing their financial resources as well as their debts. EFI and all its employees will safeguard and protect our client's financial interests to the extent as provided and outlined by all applicable laws. Employees of EFI may not participate in any personal financial transactions, of any kind, with any client, at any time.

REFERENCE: WAC 388-101-3520 through 3580

PROCEDURE:

1. If in the opinion of EFI and the Developmental Disabilities Administration case manager, a client is unable to manage their funds in their own best interest, EFI will request a representative payee be named to assist that client.
2. The agency will offer its services in this capacity when a family member or friend cannot or will not assume that responsibility. If the agency is named as the representative payee, it will comply with all applicable requirements.
3. All client monies entrusted to the agency are deposited to and dispensed from the client's collective funds account, an interest-bearing checking account. A subsidiary ledger with an account for each client is maintained. Each account is updated in a timely fashion showing all monies received and spent. Supporting documentation shall be kept in accordance with the rules of the various agencies requiring accountability to provide a clear audit at all times. EFI Client Trust Management Guidelines will be followed (check with the Client Funds Technician for current guidelines). A verbal request can be made at any time by any client to the Client Funds Technician to review their financial records.
4. The Program Supervisor will strive to keep each client's trust balance at about \$250 as a general rule (The program supervisor has discretion on whether the account can go below this). This allows the client an emergency fund to cover vacations, SSI nonpayment, family illness, funerals, and other planned or unplanned expenses.
5. All purchases over \$100 or more will need to be approved by a director.
6. Expense data will be provided by the Program Supervisor for Guardian/ Agency upon request.
7. Clients may also choose to have a personal checking account.
 - a. Employees will assist a client to write checks and will sign their own initials on the memo line.



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8. Checking Account Procedures;
 - a. A the positive checking account balance will be maintained at all times.
 - b. The bank statements will be reconciled. Bank statements will be sent to the Program Supervisor for reconciliation. Results are shared with clients.
 - c. All clients for whom EFI is a representative payee for will complete a Financial Consent form. This form will be signed by the client or their guardian when applicable.
9. Guardians or parents and the DDA case manager will be informed of major changes in the client's financial situation.

The Guardian of the estate will be informed of major changes in financial situations.

10. Client financial records will be accessible to guardians upon request.