



Policy and Procedure #570

Client Reimbursement to EFI or Employee for Damages

Approval: _____ Effective Date: _____

POLICY:

Reimbursement for damages will only occur when a client has a written behavior plan which has been pre-approved by the case manager and client or guardian.

PROCEDURE:

1. Reimbursement must be voluntary and be included in a written plan designed to improve the damaging behavior.
2. The written plan must be agreed to by the client or guardian, the case manager, and the Residential Director.
3. A request for reimbursement must be submitted in writing to the DDA Regional Administrator for approval and must include signatures of:
 - a. Guardian or advocate (if the client has no guardian)
 - b. Residential Director
 - c. DDA Case Manager
 - d. Client (must be witnessed by the DDA Case Manager).
4. The request for reimbursement must have at least one written estimate attached from:
 - a. A licensed contractor or a bonded service repair person.
 - b. A retail store carrying the item to be replaced, as appropriate.
5. EFI is not required to use the services of the firm providing the estimate, although the amount of reimbursement shall not exceed the estimate.
6. The client, guardian or case manager may request a second estimate.
7. The total amount requested in the request for reimbursement may not exceed the lesser of \$750.00 or the amount of the insurance deductible.
8. The reimbursement shall not reduce the total client savings below the basic DSHS standards in any month.



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9. The total amount of reimbursement may be divided into monthly payments if all parties identified in #3 above agree to the amount of each payment and the total number of months over which the payments will be spread. The monthly payments, however, cannot reduce the allowance for client personal incidentals to below the basic DSHS standard in any month.
10. Complete reimbursement and payment records must be maintained. These shall include receipts for payments for damage repairs and receipts for reimbursement amounts received from the client.