"Creating Life Opportunities"

Policy and Procedure #520

Use of Client Funds or Property by Family Members or Others

Approval: ____ Effective Date: _______________

POLICY:
To ensure that client funds and property are properly protected and accounted for the following procedures shall be applied.

PROCEDURE:

1. All requests for client funds over $100 shall be pre-approved by the Residential Director. The exception would be if the individual requesting the funds has full guardianship or limited guardianship in the area of finances. When client resources are below $500, purchases for other than routine items require pre-approval by the Residential Director, regardless of the amount.

2. The supervisor will confer with family members and the Residential Director before allowing client property to be removed from the premises, in order to protect individual client rights. Disagreement between employees and family will be referred to the Executive Director.

3. If a guardian is perceived not to be acting in the best interest of a client or in a manner which is not intended by the status of the guardianship, the matter will be referred to the Executive Director for review. The Executive Director will make a determination whether a request for review of guardianship will be made to the courts.