

Policy Title: Client Funds

<p>Policy Owner: Senior Business Analyst Policy Originated by: Program</p>	<p>Date Written: 10/1/13 Date Reviewed / Revised: 12/14/12, 6/23/21</p>
<p>Applicable Programs: 245D Programs</p>	<p>Date Reviewed and Approved by PLT: 03/11/14, 06/01/16, 07/22/20, 6/23/21, 1/11/23, 6/21/23</p>
<p>Statutory or Regulatory Citation: Minn. Stat. § 245A.04 Subd 13 245D.06, subd. 4</p>	<p>Signature if needed:</p>

Policy: It is the policy of St. David's Center that when a client's Self-Management Assessment ("SMA") Community Support and Service Plan ("CSSP") or goals state the need for St. David's Center staff/providers to assist the client with financial matters, staff will assist such clients according to the procedures established below.

Definitions: N/A

Procedure:

1. St. David's Center will ensure that clients retain the use and availability of personal funds or property unless restrictions are justified in the client's CSSP.
2. St. David's Center will ensure separation of client funds from St. David's Center funds, program funds, and staff funds.
3. Whenever St. David's Center assists a client with the safekeeping of funds or other property, St. David's Center will have written authorization to do so by the client or the client's legal representative, and the client's case manager, if any.
 - a. Typically, the written authorization will be in the form of the attached 245D Funds and Property Authorization Form.
 - b. When applicable, authorization must be obtained within five working days of service initiation.
4. In addition, St. David's Center will:
 - a. Document receipt and disbursement of the client's funds or the property;
 - b. Annually survey, document, and implement the preferences of the client, client's legal representative, and the case manager regarding frequency of receiving a

statement that itemizes receipts and disbursements of client funds or other property; and

- c. Return to the client upon the client's request, funds and property in St. David's Center's possession subject to restrictions in the client's CSSP, as soon as possible, but not later than three working days after the date of the request.
 - d. Upon transfer or death of a person, any funds or other property of the person must be surrendered to the person or the person's representative or given to the executor or administrator of the estate in exchange for an itemized receipt.
5. St. David's Center and staff shall not:
- a. Borrow money from a client;
 - b. Purchase personal items from a client;
 - c. Sell merchandise or personal services to a client; or
 - d. Require a client to purchase items for which the license holder is eligible for reimbursement.
 - e. Use funds of persons served by the program to purchase items for which the facility is already receiving public or private payments.
 - f. A license holder or staff person may not accept powers-of-attorney from a person receiving services from the license holder for any purpose. This does not apply to license holders that are Minnesota counties or other units of government or to staff persons employed by license holders who were acting as attorney-in-fact for specific individuals prior to implementation of this chapter. The license holder must maintain documentation of the power-of-attorney in the service recipient record.
 - g. A license holder or staff person is restricted from accepting an appointment as a guardian as follows:
 - i. under section 524.5-309 of the Uniform Probate Code, any individual or agency that provides residence, custodial care, medical care, employment training, or other care or services for which the individual or agency receives a fee may not be appointed as guardian unless related to the respondent by blood, marriage, or adoption; and
 - ii. under section 245A.03, subdivision 2, paragraph (a), clause (1), a related individual as defined under section 245A.02, subdivision 13, is excluded from licensure. Services provided by a license holder to a person under the license holder's guardianship are not licensed services.
6. On an annual basis, clients and/or their legal representatives and the case manager will complete and sign the 245D Funds and Property Authorization Form.
- a. The 245D Funds and Property Authorization Form indicates to St. David's Center staff the nature and extent of the permission granted to assist the client with financial matters.
 - b. The client and the legal representative will also indicate the frequency with which they wish to receive records of the status of the personal funds.
 - c. The authorization may be revoked or changed by the client or their legal representative at any time.

Violation of this Policy or Procedure

Staff not complying with the above noted procedure may be subject to corrective action.

Reference or Attachment:

245D Funds and Property Authorization Form