

FOOTHILLS GATEWAY, INC.

Personal Needs Funds

POLICY:

It is the policy of Foothills Gateway, Inc. that the use and handling of the personal needs funds and personal possessions of individuals receiving services are properly managed as prescribed by the Division for Developmental Disabilities.

PROCEDURE:

All Program Approved Service Agencies are required to manage the personal needs funds and personal property of clients for whom they are providing service in accordance with the forms and procedures detailed in the DDD Personal Needs Funds Manual – 2002. Additionally, to provide accountability, it is required that PASA's submit a Quarterly Personal Needs Audit Form, detailing the status of each client's funds, to Foothills Gateway. Service Agencies will be audited annually to verify the accuracy of the quarterly reporting and insure that all funds have been tracked and disbursed appropriately, as outlined in DDD rules and regulations.

6/01; 10/03; 10/04; 10/05; 02/07; 5/09; 10/10