

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Day Enrichment Services

**POLICY NO:** 60-013

**SUBJECT:** Consumer Spending Money

**EFFECTIVE DATE:** July 2002

**Policy:**

Any money or gift card that a consumer has in Day Enrichment Services (DES) is the property of that consumer and cannot be used or borrowed by any other person. A record of all transactions is maintained by the appropriate Life Enrichment, CORE or Retirement Enrichment staff for those who need assistance with money management.

**Procedures:**

1. All consumer money requests shall be approved by the appropriate Day Enrichment Coordinator. Requests are made to the Residential Coordinator via email or on a consumer money request form. Day Enrichment provides the Residential Coordinator with a receipt upon issue of the funds. If cash is exchanged, a receipt is given to the Residential Coordinator fulfilling the request and a duplicate record remains in the receipt book. If a check is provided, all staff who cash a check accompanied by a consumer will have the consumer endorse the back of the check. In the rare instance that staff must cash a check without the consumer present or the consumer has no signature, the staff endorses the check in the following manner "staff name" for "consumer name". In both cases the endorsement must occur in the presence of the bank cashier.
2. Money maintained by Day Enrichment Services on the consumer's behalf is tracked on a Financial Review Form. Money is stored in separate bags marked with person's name. Money bags are stored in locked cabinets when not in use.
3. All transactions are recorded on a Monthly Financial Review Form. The Financial Reviews are maintained by the Day Enrichment Coordinators for a period of three years.
4. Retirement keeps personal money for consumers on hand at the request of the consumer or when it is required by a behavior support plan. Retirement Enrichment staff are required to balance the money pouches at the beginning and end of their shift. (Balances and initials must be documented on the Financial Review Form.) All discrepancies must be reported to the appropriate coordinator or Day Enrichment Director.
5. Life Enrichment Team Leaders and CORE staff are responsible for the money pouches for the areas they work in. Upon each deposit or withdraw the Team Leader or CORE staff along with a witness will initial in the appropriate areas on the Monthly Financial Review log. If the Team Leader for the room is absent, staff will seek assistance from another Team Leader, Life Enrichment Services Specialist, Life Enrichment Services

Coordinator or Day Enrichment Services Director. Team Leaders are required to balance money pouches upon each deposit or withdrawal. (Balances and initials must be documented on the Financial Review Form.) The CORE Coordinator, Life Enrichment Services Coordinator and Life Specialist are responsible for double checking and balancing consumer money pouches at least monthly.

6. Staff must keep receipts for all cash purchases. Staff will inform the Day Coordinator if a vendor did not provide a receipt, and document the expenditure.
  - a. Purchases under \$50 require that a receipt be submitted to the Day Coordinator. This does not include cash given directly to a consumer. The Day Coordinator must verify the amount on the Financial Review Form. After verification, receipts under \$50 may be disposed of by the Day Coordinator.
  - b. Receipts for all purchases \$50 and above must be submitted to the pertinent Residential Coordinator. These receipts will be forwarded to the Residential Coordinator II for review and kept on file for three years.
7. No money will be lent to another consumer or staff member.
8. Money that is lost or stolen due to staff negligence may be required to be reimbursed by the staff responsible. Negligence shall be determined by the Day Enrichment Director. This is subject to appeal as per Policy No. 05-015. Large or recurring errors will result in disciplinary action.
9. Alleged incidents of financial exploitation of consumers will be reported to the Department for Children and Families' and Adult Protective Services per Cottonwood, Inc. Policy No. 05-036 "Protection from Abuse Neglect/Exploitation".