


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
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Standard Title	Personal Allowance
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Approved by: Paula Jubic, Executive Director	

Standard:

Personal allowance should be used to help individuals enhance and maximize the quality of their leisure time and the quality of their lives. Individuals should be involved as much as possible in their planning and spending.

Procedure:

1. Personal allowance is defined as that portion of income which is made available to every person residing in one of CCDS' residences which is intended for the personal expenditure of the individual.
2. People should have access to the money they need to buy what they want. Their allowance should be available to them when they ask or when it is needed. Personal allowance may not be withheld from the person.
3. OPWDD publishes a "Personal Allowance Manual" which offers guidance about appropriate and inappropriate use of personal allowance monies. Staff will refer to this manual for guidance.
4. The QIDP, Senior QIDP or designee, is responsible to ensure that all individuals served have a written money management assessment and that the assessment is updated annually.
5. Each individual will have a Personal Expenditure Plan (PEP) in place. QIDP, Senior QIDP or designee, will be responsible for ensuring that the plan is current and has been developed by the individual with input from the individual's family and treatment team. The plan will be reviewed at least annually during treatment plan meetings.
6. The Personal Expenditure Plan (PEP) will be developed by determining the individual's projected income for at least the next six months, defining projected expenses for the next six months, identifying ongoing expenses, and projecting expected future major purchases for which the individual needs to save for. Additionally, the money management assessment will help to inform the development of the PEP.
7. The Personal Expenditure Plan (PEP) will serve as a guide for the individual to effectively budget his or her funds in order to make purchases the individual deems a priority. The individual will have the right to modify or deviate from the PEP as he or she sees fit.

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8. In accordance with the individual's PEP and money management assessment, cash may be kept at the residence in order to meet the person's day-to-day or incidental needs.
9. The cash must be kept in a secure location, and be made available to individuals upon request.
10. Staff are required to document on a sheet designed for this purpose when money is received by an individual and when it is spent (see # 20 below).
11. For purposes of this standard, money includes gifts, gift cards and certain coupons. A sub ledger may be used to keep track of gifts, gift cards and coupons (see #14 below).
12. The amount of cash kept at the residence should reflect the person's spending needs based on his or her PEP. However, no more than \$220.00 in personal allowance may be kept at the residence for each person.
13. If applicable, the Money Management Plan will identify an amount of money that the individual will be allowed to carry, based upon the ability of the individual to handle money. The provision of these monies will be documented as indicated in #20 below.
14. The residence must keep a ledger to record all transactions. The ledger should show all deposits, withdrawals, transfers, expenditures and interest.
15. Ledgers and sub ledgers will be audited for accuracy by the program manager or site supervisor on a regular (no less than quarterly) basis and this review/audit should be noted on the ledger. Additionally, the ledgers and sub ledgers for each house will be audited by the finance department staff on an at least annual basis.
16. The finance department will track the person's income and assets to make sure they remain qualified for benefits.
17. In the IRAs, CCDS is responsible to purchase grooming and personal hygiene supplies. If an individual in the IRA expresses a preference for a different brand at a higher cost than what is offered, the individual is responsible for the difference in purchase of that item.
18. Personal allowance may not be used for expenses that CCDS or the day services provider must pay for, necessary medical, dental and clinical services and/or supplies, transportation to or from requires services, staff expenses (with certain exceptions), and any activity which is required as part of the ISP.
19. A receipt is typically necessary to document any spending from personal allowance. The receipt should correspond to the ledger card entry and should clearly show what the item is, its cost, the vendor and the date of purchase.
20. If the individual spends the money him or herself, receipts are not needed. The amount that an individual can carry (and thus authorized to spend without receipts) will be noted in the Personal Expenditure Plan. The entry on the ledger should be "\$xx.xx for spending." Whenever possible, the individual should initial the entry unless there is a clinical justification to preclude this action.

21. Receipts are always required when staff spends personal allowance monies for purchases. Each purchase must have a receipt and the ledger item must clearly indicate each transaction supported with a pertinent receipt.
22. Records documenting transactions involving personal allowance must be kept for four years.
23. Lending a person agency money and getting it back later from personal allowance ("pledging") is forbidden by state law.