

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT ON DISABILITY SERVICES**



Effective Date: April 23, 2012	Number of Attachments: 1
Responsible Office: DDS Deputy Director, Developmental Disabilities Administration	
Supersedes Policy: 2001 Consumer Funds Management Policy(effective December 12, 2001); 2003 Consumer Benefits Policy (effective November 14, 2003)	
Title/Subject: Personal Funds Policy	
Cross-References: Incident Management and Enforcement Unit Policy, Individual Support Plan Policy, Personal Funds Procedures	

All underlined words/definitions can be found in the Definitions Appendix.

**1. PURPOSE**

The purpose of this policy and procedure is to establish guidelines to safeguard the personal funds for any person receiving services and supports through the District of Columbia ("District") Department on Disability Services ("DDS")/Developmental Disabilities Administration ("DDA"). This policy establishes that the District's Office of the Chief Financial Officer ("OCFO") and DDS/DDA's Incident Management and Enforcement Unit ("IMEU") have oversight authority in the protection of individual personal funds and possessions to include, but not be limited to, investigating allegations of theft, and reconciling and auditing individuals' accounts. Further, this policy establishes guidelines for the acquisition and maintenance of **all** benefits/entitlements to which an individual is eligible.

**2. APPLICABILITY**

This policy applies to all employees of DDS/DDA, OCFO, and all individuals and agencies that provide supports to individuals through the DDS service delivery system. All paid staff, subcontractors and consultants of such agencies, and volunteers or other persons recruited to provide services and supports on behalf of the person with developmental disabilities and other intellectual disabilities, are subject to the requirements of this policy.

**3. AUTHORITY**

Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007, (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the "Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

**4. RESPONSIBILITY**

The responsibility for this policy is vested in the Director, Department on Disability Services. Implementation of this policy is the responsibility of the Deputy Director, Developmental Disabilities Administration.

## 5.POLICY STANDARDS

- A. Each individual receiving residential services through the DDA service delivery system shall be afforded protection and a full accounting of the use of his or her funds.
- B. All funds held in the name of the individual will be accounted for and available to the individual for his or her use as identified in the Individual Financial Plan ("IFP").
- C. Each residential provider shall establish an accounting system for individual accounts, maintain records and receipts for disbursements greater than \$50, withdrawals and deposits, and interest earned for each account.
- D. Each residential provider shall establish internal policies and procedures for managing and safeguarding individuals' funds that are consistent with DDS's policies and procedures.
- E. Each individual receiving residential services through the DDA service delivery system shall have his or her money maintained in his or her own FDIC insured bank account.
- F. Each individual's personal funds must be maintained in a separate account and shall not be co-mingled with provider funds.
- G. An IFP for each individual shall be developed annually and shall guide the process of safeguarding the individual's funds.
- H. DDS shall monitor the expenditure of individuals' funds to ensure compliance with the IFP.
- I. Personal funds records must be made available for review upon request by the individual, the conservator, DDS staff or other duly authorized person.
- J. Providers must conduct regular reviews of each individual's financial records on at least a quarterly basis and document that the review was conducted. Reviews must include verification of all account activity, proper documentation and MCIS update.



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Laura L. Nuss, Director



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Approval Date