GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Personal Funds Policy
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2014-DDA-POL006
Date of Approval by the Director: January 8, 2015	Number of Pages: 2
Effective Date: January 9, 2015	Expiration Date, if any: N/A
Supersedes Policy Dated: 2001 Consumer Funds Management Policy(effective December 12, 2001); 2003 Consumer Benefits Policy (effective November 14, 2003); updated to comply with People First Language Policy	
Cross References, Related Policies and Procedures, and Related Documents: 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 personal funds and possessions to include, but not be limited to, investigating allegations of theft, and reconciling and auditing people's accounts. Further, this policy establishes guidelines for the acquisition and maintenance of **all** benefits/entitlements to which a person is eligible.

2. APPLICABILITY

This policy applies to all employees of DDS/DDA, OCFO, and all persons and agencies that provide supports to people 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

The authority for this policy is established in the Department on Disability Services (DDS) 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 "Citizens with Intellectual Disabilities 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 person 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 person will be accounted for and available to the person for his or her use as identified in the Individual Financial Plan ("IFP").

C. Each residential provider shall establish an accounting system for personal 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 people's funds that are consistent with DDS's policies and procedures.

E. Each person 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 person's personal funds must be maintained in a separate account and shall not be co-mingled with provider funds.

G. An IFP for each person shall be developed annually and shall guide the process of safeguarding the person's funds.

H. DDS shall monitor the expenditure of people's funds to ensure compliance with the IFP.

I. Personal funds records must be made available for review upon request by the person, the conservator, DDS staff or other duly authorized person.

J. Providers must conduct regular reviews of each person'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.

Laura L Nuss

Laura L. Nuss, Director

1/08/2015

Approval Date