



### Personal Needs

As a Host Home Provider, it is important for you manage the personal needs ( spending money ) income your individual receives each month.

This income can be SSI, SSA, or wages, which an individual receives. After covering room & board expenses and any PETI obligations, there should always be at least the minimum required by the State of Colorado. The combination of Social Security income and wages should be at least \$34.00 per month.

Some individuals may received more spending money per month, this is possibly be due to their Social Security status, as determined by SSA.

You will be asked to sign an authorization form ( PNF 2 or 3 ) , designating you to maintain the funds. It will be your responsibility to administer the spending money, and complete documentation must be maintained.

Spending money may be used for anything that the individual person chooses with the exception of non-allowable uses. Examples of allowable and non-allowable uses of personal needs are contained in Appendix B, which is attached.

#### A guideline of non-allowable uses:

- ❖ Items or services, which the individual is entitled to by virtue of receiving home and community, based services. ( Listed in Appendix B ).

- ❖ Items, which are other wise reimbursable as a Medicaid benefit.
- ❖ Items or services which improve or add value to the residential setting, unless the individual is the property owner, or the item is exclusive to the use of the individual and can be readily and reasonably take with the individual should he/ she change residence.
- ❖ Item/s not actually for the individual.
- ❖ For group purchases ( paid for by 2 Or more persona) that cannot readily or reasonably be equally benefited from or divided when one individual elects out of the shared use arrangement.
- ❖ For anything considered a residential maintenance item.
- ❖ Expenditures not substantiated by a receipt.
- ❖ An individual may not loan money to another individual receiving services.

It is not possible to anticipate every personal needs expenditure; therefore, the above general categories do not constitute an exhaustive list of non-allowable expenditures. If you are unclear about a purchase, please call prior to the purchase to see it would be allowable or not.

By signing either the PNF 2 or 3 form, you have agreed to fiduciary responsibility for the safeguarding and care management of the individual's funds. Individuals not wishing their provider to managed their fund will sign the PNF-1 form, which is an Exclusion Agreement, therefore, you will not be the responsible fund managing party.

You will be required, as the assigned responsible party, to maintain a ledger of all transactions of the individual's income. These records must be brought in monthly to Support, Inc for audit.

- ❖ Identify all deposits and withdrawals, both to the Banking and Cash on Hand ledgers.

- ❖ Account for all personal needs transactions/ purchases over \$5.00 with a receipt. It is encouraged to have receipts even for purchases under the \$5.00, when possible.
- ❖ Cancelled checks are not an acceptable receipt for withdrawals/purchases.
- ❖ Any unauthorized or non-allowable purchases made to the individual in services, the Agency shall insure repayment of funds through instructing the provider to immediately repay the funds, or through direct repayment or the individual from payment that are due to the provider.

You will be responsible for safeguarding an individual's personal possessions (including money). This shall, at minimum include the following:

- ❖ Maintain an inventory of the major personal possessions which will be established at the time of admission, updated when an item is disposed of or added to the inventory, and maintained in the individual's records.
- ❖ Provide a method of identification and labeling of the individuals possessions: including furniture, appliances, VCR, TV, radio exercise and electrical equipment, etc. Also includes would be keepsake items, collections or any property specified by the individual.
- ❖ Method of identification shall be sufficiently specific to clearly identify the items.
- ❖ An inventory of apparel and personal care items does not need to be maintained with the exception of:
  - A) The cost of an item would warrant tracking on the inventory.
  - B) The individual request the item to be on the inventory sheet.
  - C) Loss of items is a pattern as established by reports of the same.
  - D) There is an unexplained excess use of personal care items.
- ❖ The provider shall sign and dated the personal property ledger.