



## CLIENT FUNDS IN RESIDENTIAL SERVICES

In all residential facilities, clients shall be encouraged, trained and assisted in managing their own funds if feasible and practical.

Alberta Professional Services or AFL provider may be the payee for each resident’s Special Assistance monies, SSI, and/or Social Security checks each month to cover the cost of care. Alberta Professional Services will provide the client with their personal spending money allocated by the State, usually \$66 per month, by the 5<sup>th</sup> of each month. Receipt of the \$66 by the client is documented and signed by both the client and the agency representative responsible for their care. The client is free to spend this money as they see fit, unless other arrangements have been made by the responsible person.

Clients not competent to manage their own funds shall assign Alberta Professional Services representative, or the AFL provider, the right to handle their money. This assignment must be in writing. If an agency representative /AFL provider is assigned to handle the client's funds, they shall:

1. keep client cash on hand in a locked space, separate from other cash;
2. keep client's money in separate checking/savings account;
3. provide monthly record of money deposited and withdrawn to client or legally responsible person upon their request and maintain copy in the client record;
4. assure the client the right to deposit and withdraw money as needed;
5. regulate the receipt and distribution of funds in client's personal accounts;
6. provide for the deduction from personal fund accounts for treatment or habilitation services when authorized by the client or legally responsible person;
7. provide for issuance of receipts to persons depositing or withdrawing funds;
8. complete a quarterly reconciliation of the client’s funds.

APS will not use the fact that a client or legally responsible person does not authorize a deduction as grounds for termination or threat of termination of services.

Contractor funds are not for cost of care of clients. No contractor funds will be disbursed to clients in the form of allowances. Cash for clients may only come from personal funds and will be distributed on an as needed basis.

Upon discharge from an Alberta Professional Services’ facility, all personal funds shall be turned over to the client or legally responsible person.

<b>This form meets these standards</b>
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