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Title of Document: Personal Funds Maintained at the Residential Level

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Date of Last Revision: March 22, 2016 (REVISED)

Applicability: All DDSN Regional Centers; DSN Boards & Contract Service Providers of Residential Services

I. PURPOSE

When those who reside in Department of Disabilities and Special Needs (DDSN) sponsored residential settings are determined to need assistance managing their money, it may be necessary to store residents' personal funds in the form of cash. This directive explains specific control procedures for securely handling and preserving those funds.

For the purpose of this Directive, "Cash on hand" means the amount of money, based on the resident's Financial Plan, that may be spent through cash purchases. "Cash on hand" is the combination of the cash personally held by the resident and any additional cash that may be securely preserved on his/her behalf.

II. APPLICABILITY

The procedures stated in this directive should be followed by all DDSN Regional Centers and all County DSN Boards and Qualified Providers under contract with DDSN to operate residential programs.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

III. PROCEDURES

Proper internal controls are vital for protecting the personal funds of every individual who receives residential services from DDSN. Accordingly, all of the internal controls listed below shall be followed:

A. Levels of Cash Maintained

1. A reasonable and prudent cash maximum shall be set for each individual in the residence. The maximum should be based on his/her established financial goals or priorities and documented in his/her Financial Plan.
2. Any time an individual's cash level reaches his/her established maximum, the excess shall be transferred to his/her checking account for safekeeping. The current personal cash maximum is \$50.00, unless a different maximum has been programmatically supported for the individual and documented in his/her Financial Plan.

B. Cash Security

1. A locking cash box shall be maintained in a secure location at each residence for the sole purpose of securely preserving cash for use at each resident's discretion.
2. Access to the cash box shall be limited to staff who have been properly trained and are bonded.

C. Cash Ledger Sheets

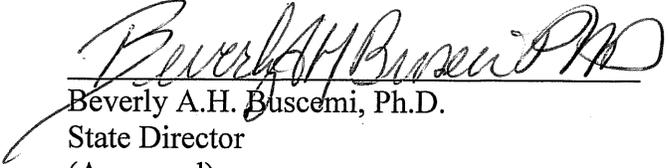
1. Separate cash ledger sheets for each individual in the residence shall be maintained in a location separate from the cash box. An example of an adequate cash ledger sheet is shown as Attachment A to this directive. Cash ledger sheets shall contain all of the following information:
 - Name of the individual to whom the cash belongs
 - The last four digits of the individual's social security number
 - Transaction dates
 - Cash amounts deposited/withdrawn
 - Initials/signature of the staff person handling the transaction
 - Initials/signature of the individual to whom the cash belongs or a supervisor witnessing the transaction
2. All cash ledger sheets shall be balanced regularly to the cash held for each individual in the residence. Balancing should be done at least monthly, at a minimum, and be performed by a staff member who does not normally handle day-to-day cash transactions. Balancing shall be denoted on ledger sheets by

writing “*Balanced on (date)*” followed by the staff member’s signature. Staff should not sign the ledger sheets until after physically counting the money to verify that the records are correct and all cash is accounted for.

3. All cash ledger sheets and actual cash balances shall be reviewed semi-annually by the DDSN Regional Center Finance Office. These records are also subject to audit by DDSN’s Internal Audit Division upon request.



Tom Waring
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RELATED POLICIES:

200-02-DD: Financial Management of Personal Funds

200-12-DD: Management of Funds for People Participating in Community Residential Programs

To access the following attachments, please see the agency website page “Attachments to Directives” under this directive number at <http://www.ddsn.sc.gov/about/directives-standards/Pages/AttachmentstoDirectives.aspx>.

ATTACHMENT: Cash Ledger for Funds Maintained at Residential Level