



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: CLIENT ASSETS POLICY 5.02

Authority: 42 CFR 483.420 (4)(12)
RCW 71A.20.050
Chapter 275-26 WAC

BACKGROUND

All people served by the Division of Developmental Disabilities (DDD) have the right to manage and use their personal financial assets unless they are legally determined incapable of managing their financial assets. Staff are required to teach clients to manage their finances and other personal possessions, to the extent possible.

PURPOSE

This policy requires the Residential Habilitation Centers (RHCs), DDD Contractors, and State Operated Living Alternatives (SOLAs) to develop and implement specific policies and procedures to protect and account for the financial interests and personal possessions of people living in contracted and state operated facilities.

SCOPE

This policy applies to all people served by DDD.

POLICY

The RHC Superintendent or program administrator shall serve as custodian of clients' assets. Use of a client's personal resources must be authorized by the Superintendent, administrator, or designee, and the client or his/her parents or guardians.

- A. When a program purchases from a client's funds on his/her behalf, such purchases shall be:
 - 1. If an ICF/MR, subject to review by the facility's interdisciplinary team and

consistent with the spending plan of the client's Individual Habilitation Plan (IHP), and

2. Authorized in writing by the client, the parent or guardian if the client is a minor, or the Superintendent, program administrator, or designee.

B. The program's local procedures for a client's financial assets shall define:

1. Access;
2. Inventory, audit, and monitoring;
3. Security; and
4. Disposal.

SUPERSESSION

None

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities

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