

## Control of Personal Resources

### I. **Policy:**

Every individual will be afforded the right to possess and control their personal resources, including his/her personal funds, own clothing, and other personal possessions unless limited by modifications in his/her Person-Centered Plan (PCP). Release or access to an individual's paycheck or other sources of income will be prohibited unless specified in the PCP.

### II. **Standards:**

The following rights will be afforded all individuals receiving Home and Community Based Waiver Services.

1. Individuals will be allowed to possess and display their personal belongings and to add personal décor to their rooms and living areas.
2. Individuals will be provided adequate and secure storage space for clothing and other personal possessions.
3. Individuals will have access to and control over their personal funds, including the following:
  - a. Choice and assistance, if needed, in spending personal funds.
  - b. Safe and secure keeping of personal funds, checkbook, ATM Card, etc. where only the individual and staff, as specified in the PCP, have access.
  - c. Choice of banking or financial institution.
  - d. Access to personal funds statements from bank or other financial institution.
4. If the Representative Payee or otherwise authorized by the individual or Legal Guardian to control personal funds, individual accounting and periodic reporting of personal funds will be provided. Comingling of funds with other individuals will be prohibited.
5. Financial Literacy training or other financial counseling will be provided individuals as deemed needed and specified in the PCP.

6. The HCBS Settings Compliance Checklist, issued by the ADMH-Developmental Disabilities Division in July 2022, will be used in training staff on all rights including providing guidance to staff on how to practice and apply these rights.

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