Policy: A Trust Fund must be established for all consumers living in division-funded residential placements, if they have any outside income, the division is payee for any benefits (i.e., SSI, SSA, etc.), or the division receives any funds on behalf of the consumer in the residential placement. Other consumers may have trust funds when it is deemed necessary that the division assist the consumer in the management of funds.

Purpose: Ensure proper accounting of trust funds established for all consumers living in division-funded residential placements, if the division has been chosen to assist in the management of those funds.

Procedures:

I. All income received by the division on behalf of the consumer must be deposited in the consumer's trust fund prior to any expenditure of funds on behalf of the consumer. No check or cash may be turned over directly to the consumer, his/her guardian, or paid on account without first being deposited in the consumer's trust fund.

II. Trust fund deposits and withdrawals must be clearly documented as well as all actual non-Medicaid waiver expenditures included by MHDS and its providers. Rent and utilities paid separately from the amount specified in the provider contract must be clearly documented when charged to the consumer's trust fund.

III. When a consumer is on the waiver, a monthly report on the consumer's waiver trust accounts is required to include (1) consumer's name, (2) deposits to consumer's trust account, (3) source of deposit, i.e., SSI, SSA earnings, etc., (4) expenditures from trust account amount and purpose of expenditure, i.e., room/board, personal incidentals, clothing, etc.

IV. Service Coordinators must monitor trust account's balances when it approaches $1,600 and must review the needs of the consumer to insure that all needs are being met. It should be noted that if a trust fund account exceeds $2,000.00 that SSI and waiver benefits are no longer available to that consumer for those months while his resources exceed $2,000.00. All consumers receiving services under the Community and Home Based Waiver may be billed for the following services from their trust account:

A. Expenditures for room/board – Expenditure for personal and incidental expenses. Ninety-five dollars ($95.00) division rate minus $24.20 equals $70.80 per month per consumer.

B. Expenditures for other services not covered by the Medicaid waiver. Specialized services: rent, utilities, special transportation paid from the RPF budget but not otherwise reimbursed.

V. Each agency that provides residential placements shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.

Administrator

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