

MANAGEMENT OF PARTICIPANT MONEY AND PROPERTY POLICY OPERATIONAL POLICY



POLICY TITLE:	MANAGEMENT OF PARTICIPANT MONEY AND PROPERTY POLICY		
VERSION:	003	DATE EFFECTIVE:	08/05/2020
AUTHORISED BY:	Chief Executive Officer	DATE REVIEWED:	04/08/2022

PURPOSE

Outline the role and responsibilities that ARC Disability Services Inc. (ARC) has in supporting participants to manage their money and property.

SCOPE

All employees engaged in any aspect of the management of ARC participant money or property.

IMPLEMENTATION

Where ARC has access to a participant's money and/or property it is essential that at all times we are supporting them to manage, access and use their money/property as needed.

It is important that in providing assistance, that all ARC employees directly involved with participants are trained in correct money handling procedures and are ensuring they are giving objective advice and assistance at all times:

- All support staff are required to notify their direct Coordinator if they are aware of any conflict of interest when it comes to supporting a participant with their money and/or property.
- All ARC participants are supported to maintain choice and control when spending their money.
- As per ARC's gift policy, ARC employees are prohibited from accepting gifts of money or property from participant's bar from when the gift is of nominal value. In the event that they do accept a gift this must be notified to the Coordinator/Manager.
- ARC promotes independence wherever possible when it comes to management of money and property, however will provide any support required to achieve this.
- When ARC is assisting a participant with money management, the money will be locked away in a lockable cupboard or a safe when possible. This is to ensure safety of the money rather than to prevent the participants from accessing it.
- Upon any participant commencing services with ARC, the participant and/or their decision maker will work with ARC to understand how they manage their finances. This risk assessment activity will ascertain their capacity around money management, and what assistance they require with it.
- ARC does not provide participants advice on financial matters. Only support based on the participant/ decision maker directions.
- All support staff are required to attempt to obtain proof of purchase for all expenditure that occurs whilst ARC is supporting a Participant.

MONEY IN SIL ARRANGEMENTS

Participants living in SIL arrangements will have the option to have ARC assist them with their finances. This will be discussed with the participant along with their guardian/financial advisor prior to services commencing. The arrangements made around the management of participant money will then be reviewed biennially.

If it is chosen for ARC to assist a participant with their money, then ARC employees will ensure that:

- Money is counted and balanced on each shift change over.
- A record of all expenditure is kept for 7 years.
- All money spent whilst on support requires a receipt – in absence of a receipt a statutory declaration may be requested to be obtained by the support worker.
- A copy of all personal/household expenditures may be requested by any participant or guardian at any time and this will be supplied within 24 working hours.

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- All money is kept in a locked safe within the staff room, to ensure safety and security of the money. This is ensuring the safety of the money rather than preventing the participants from accessing it.
- At any point, a participant may request access to their funds kept in the safe and this shall be granted.
- Each participant will be assisted to break down their weekly income into different sub categories to assist in budgeting. Wherever possible, participants are involved in this process to promote independence and money management skill growth.

EQUIPMENT MAINTENANCE IN SIL ARRANGEMENTS

All equipment within SIL houses will be maintained on a regular basis ensuring that support staff along with participants are ensuring full functionality of the equipment. All support staff are required to check over the functionality and condition of equipment prior to using it i.e. hoists, wheelchairs, walkers. This will be part of the everyday routine for the participant. Support workers are required to report any concerns to the Coordinator and are prompted to not use the equipment if not in safe condition.

MONEY IN PROGRAMS

Any money payable as fees for a program will be receipted upon acceptance by program admin or coordination staff. Certain programs will require participants to pay them week by week to external providers – receipts for this will be provided by the external provider upon request. If a participant attending programs wishes to have the program staff hold onto any money or possessions till the end of the day, this shall be recorded and secured away in a locked filing cabinet for the day. Any large sums of money over \$50 will have the general manager of programs notified to advice of best action surrounding management of this, contacting participant's stakeholders if deemed necessary.

MONEY IN 1:1 DIRECT SUPPORTS

Upon a support worker accepting a 1:1 shift they will be provided with a shift overview. They will be informed of any costs and what assistance (if any), the participant requires with money handling during that shift. If upon the commencement of the 1:1 shift a support worker believes that the details provided to them are incorrect, they are to speak to the coordinator. Support workers are required to work with the participants around capacity building of money handling skills.

MONEY IN SHORT TERM RESPITE SERVICES

Prior to a guest attending the Holiday House or other short term respite services a decision will be made to determine whether they require assistance with money management and to what extent. If it is chosen that ARC is to help facilitate the management of their money, upon arriving to the Holiday House ARC's employee will assist the participant to count their money and then to put it away in the locked cupboard. At any time, the participant can ask for access to this money.

PROPERTY IN SHORT TERM RESPITE SERVICES

Upon a guest arriving to the Holiday House or other short term respite services, a list of belongings is made and it is ensured that all personal belongings are also labelled. This list of belongings will contain information detailed enough to identify each item. Upon leaving the Holiday House or other short term respite services this list is ticked off to ensure the participant has all their possessions.

REFERENCES

NDIS Quality Safeguards Framework

AUTHORISATION

This Policy is approved and issued by:

BENJAMIN KEAST

Chief Executive Officer

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Arc Disability Services Inc. (ABN 59 187 522 904) | www.arcinc.org.au | T: (07) 4046 3600