



Waiver Homes: Personal Resources Access & Security Policy

Date of Origin: 7/11/22

Modification Date(s):

Date of Last Review: 11/12/24

I. Purpose

To provide secure storage and privacy for member personal resources and to ensure access to these resources.

II. Policy

UCP of Maine will ensure each resident of the home has a secure place of their own, on-site (with no restricted access for the waiver participant) to store their personal financial resources if they elect to do so.

III. Procedure

Each individual setting will have a locked cabinet that members have access to. Each member has his or her own lockbox inside the cabinet. Each member will have his or her own key to the lock box.

If times when the member can access the secure place are limited, the times must be agreed upon in writing between the member (and legal guardian if applicable) and the provider. The agreement must provide convenient access in an efficient, timely, and reasonable manner. Assistance is never withheld when requested by the member, consistent with any agreement.

If the secure place is locked by a key or combination, the member has the key or combination and only those staff necessary may also have a key or combination.

Off-site storage (e.g. safe deposit box) is only used for personal financial resources that are not accessed on a regular basis. This is unless the member and his/her PCP team determine there is too much risk of theft in the setting itself. It will be documented in the PCP along with the member's choice of the secure, off-site storage location. The documentation will include how the member will have access to this, with assistance as needed.

There is no blanket policy that requires members to have personal checks co-signed by staff.

When cash is stored for any member, a ledger will be maintained to ensure accountability.

Each member where the secure place is located in the setting. The member is able to access that secure place whenever she/he wants to with support as needed.

A member may request to hold his or her own personal resources at any time. A member may request to change an agreement at any time.

This policy is part of each member's annual packet for signatures and will be updated with member if any parts are revised.



Scott Tash, CEO



Date