

Sunshine LLC Money Management Procedure

If client needs Money Management service, provider must read ISP and discuss detail with parents:

- 1. If cash involved, you must document each money management process using Monthly money management for. Sign the form and parents sign the form. Form needs to turn in to office at the end of each month.**
- 2. Remind client to keep cash in wallet.**
- 3. Any left cash must hand over hand send back to parents**
- 4. Help client to keep receipt and send back to parents**
- 5. If using pre-paid card, checked with parents, set up a place at home to hold the receipt.**
- 6. Provider must training with personal funds rule before start service,**

Provider _____ (Print)

Provider _____ (Sign)

Date _____