

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

ADVISORY: The Use of Client's Personal Funds for Donations to Their Support Provider

No: I.F.ADV.003

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Issued by: Kathryn duPree, Deputy Commissioner
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Employee Groups Who Need to Review:

Contract Administration, Public Program Staff,
Case Management Supervisors, Audit

Manual Section: Service Delivery, Human Rights and Legal Responsibilities

Purpose

To clarify the use of an individual's personal funds as a donation to their service provider in order to avoid potential conflicts of interest and unethical practices.

Applicability

This advisory applies to people who receive residential and/or day supports operated or funded by DMR or with an Individual Support Agreement (ISA)

Definitions

Personal Funds: those monies amassed from sources such as wages, cash benefits (such as SSA, SSI, DSS/AD), gifts, etc. belonging to and the personal property of the individuals who are clients of the Department. These funds are also referred to as Client Funds.

Information

To avoid potential conflict of interest or unethical practices, an individual's personal funds may not be used as donations to provide funding to their support providers without oversight by guardians, case managers, support circle, or/and Interdisciplinary (ID) Team.

Rationale and Exceptions

1. Personal funds are the individual's personal monies for their personal needs and enjoyment for such things as toiletries, recreation, clothing of the individual's choice as well as any other personal items or outings these individuals want to do. Personal funds are not to be used to fund costs associated with the individual's supports and services that are not funded by the State.
2. Individuals have the right to contribute and make donations. However, the donations should be made only at the individual's discretion. Any donation should be the individual's choice and not be donated as a result of the providers ability, or potential ability, or appearance of the ability to control and influence the individual's life.

3. Should the individual choose to make a donation from their personal funds, the decision should involve the individual's guardian, case manager, support circle, or ID Team to ensure it is the individual's choice and wish. Additionally, adequate documentation should be retained to show the individual's choice to make such donation and to show the involvement of the guardian, case manager, support circle, or ID Team. If a donation is made, the individual should have ample funds still available for their personal needs after the donation is made.

References

“State of Connecticut Department of Mental Retardation / Department of Social Services Operating Manual For Parent Organizations Providing Residential and Day Programs For Individuals With Mental Retardation”, Section 4.5 Guidelines for Handling Client Funds

DMR Ethics Statement, January 2005