



BVC BLAST

2/17/2022

Financial Monitoring Hot Topics

- Rewards – any rewards (Kroger, Meijer, Great Scot, Kohl’s Cash, etc.) need to be in the person’s name, never on staff’s personal rewards card
- Ordering food – needs to be in the person’s name (pizza purchase – when placing the order on the person’s behalf, either on-line or on the phone, do not have staff put the order in their name)
- HPC providers that are assisting with finances (i.e., food stamps, True Link, petty cash, gift cards, etc.), should maintain receipts and logs regardless of who the payee is.
- Providers being reimbursed for purchases that they made on behalf of someone. Example – a person you support needs toothpaste, so the provider picks it up while they are out and about and then asked the person to reimburse them for it. While it may be easier to pay for something and then be reimbursed for it, this should be avoided at all costs.
- Financial Monitoring from the county board will occur at least 4x/year and may increase if concerns are noted. SSAs will review the following documents (copies can be emailed, sent in, or can be picked up):
 - Bank Statements
 - Check Ledgers
 - Receipts
 - Bills/Invoices

- Cash on Hand ledger
- Food Stamp ledger
- Stable account statements
- Pre-paid card statements (True Link, Chime, etc.)
- Gift card balances/receipts
- UIRs will be completed when issues are found (i.e., late bills, overdrafts, missing money)