

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-030

SUBJECT: Non-Fiduciary Accounts

EFFECTIVE DATE: August 1987

Policy:

Consumers receiving residential services may have the option to open individual checking accounts. If requested by the consumer or their personal representative, Cottonwood, Inc. staff will assist with tasks associated with maintaining the viability of the account. The consumer will be responsible for any consequences resulting from spending decisions, math errors, and lost or stolen checkbooks. The consumer will solely own these accounts.

If a consumer chooses an outside source for financial assistance, this choice will be documented. Assistance will be provided to secure and maintain this option to the extent possible as allowed by the consumer or their personal representative.

Procedures:

1. Upon initiation of residential services and annually thereafter, the consumer's team will convene to assess financial competency and determine if assistance is needed. If no assistance is needed, the consumer will be solely responsible for their financial concerns, with informal, non-binding guidance from staff if solicited.
2. If any of the choices listed in procedure one (1) result in financial jeopardy for the consumer, the team will convene to discuss interventions, consequences, and service parameters.
3. All individuals will be supported in responsible budgeting and choice in discretionary spending. Degree of support will be determined by consumer need, capability, and fiduciary status, with training provided to enhance capabilities.
4. All debts incurred by the consumer are the responsibility of the consumer. If the consumer fails to meet their financial obligations, they will be subject to legal consequences, as initiated by the creditor(s). Staff error that results in loss or financial harm to the consumer will be subject to disciplinary action, up to and including termination. Legal consequences may also incur.
5. Alleged incidents of financial exploitation of consumers will be reported to Adult Protective Services per Cottonwood, Inc. policy #05-036 "Protection from Abuse/Neglect/Exploitation" and may be reported to law enforcement if warranted.
6. Financial records shall be made available to the consumer, their personal representative, authorized personnel or SSA upon request.