

APPENDIX 6
Ohio Department of Job and Family Services
Personal Allowance Account Questionnaire

1. Does the provider maintain personal allowance accounts for residents requesting or incapable of managing their own accounts?

Yes_____ **No**_____

2. Are separate ledger accounts maintained for each resident detailing the balance, amounts received and expenditures?

Yes_____ **No**_____

3. Is supporting documentation for each expenditure maintained?

Yes_____ **No**_____

4. Are any procedures in force to ensure only proper expenditures are made?

Yes_____ **No**_____

5. Do any residents have a negative balance in their accounts?

Yes_____ **No**_____

If the answer is yes, explain why. _____

6. Have residents been notified in writing, when their account balance managed by the Facility has reached the limit (two hundred dollars less than the resource limitation as defined in Rules 5101:1-39-05, 5101:1-39-53.1 and 5101:1-39-53.4 of the Ohio Administrative Code)?

Yes_____ **No**_____

If the answer is yes, then identify the resident, the date the balance reached the limit and the account balance _____

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7. Is prompt notice given to the County Department of Human Service of account balances in excess of the maximum resource limitation?

Yes_____ **No**_____

8. Are there any current account balances due to former residents of the facility?

Yes_____ **No**_____

If the answer is yes, identify the former resident, case number and amount

9. Is interest earned from the pooling of residents= Personal Allowance Funds? Is it prorated to each resident account?

Yes_____ **No**_____

If the answer is yes, describe the method of prorating the earned interest

If answer is no, describe method or procedures for distribution interest to each resident account?

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10. Are management fees charged by the facility for handling of residents personal funds?

Yes_____ **No**_____

11. Are residents= personal funds in excess of fifty dollars maintained in bank account(s),
separate from the facility=s accounts?

Yes_____ **No**_____

12. Identify the person and date discussion was held concerning this questionnaire.
