



## ADMINISTRATION -- FISCAL/ACCOUNTING

### INDIVIDUAL/FAMILY FINANCIAL RESPONSIBILITY FOR SERVICES RENDERED OPERATIONAL PROCEDURE

July, 1986 (rv 5/90, 9/96, r 4/99, 9/02, r 9/05, rv 11/07, r 4/10, 7/14)

Policy Ref: 110-01

Reviewed/Revised: April, 2017

Procedure: 110-08

#### A. PURPOSE:

To establish a systematic approach to determining financial responsibility for services rendered.

#### B. PROCEDURE:

- I. Individuals not meeting criteria for LifeStream Behavioral Center facility's payee status shall be required to meet the following financial responsibilities.
  - a. The individual shall sign a Center agreement stating intent to pay for services rendered at a pre-arranged amount in accordance to the services provided and the individual's financial status.
  - b. Each month the individual shall receive an itemized statement of services rendered, and;
  - c. The individual shall pay the stated amount within thirty (30) days, or;
  - d. The individual shall pay a pre-authorized amount toward the stated amount, and;
  - e. The individual shall maintain financial responsibility for personal needs not provided by the Center programs.
  - f. Individuals shall be advised to open and maintain a checking account as a record of their financial status.
  - g. The individual shall be advised via the "Release of Responsibility for Personal Belongings" agreement that the Center shall not be held responsible for the loss of the individual's personal spending money.
- II. Families or significant others who have assumed financial responsibility via documented agreement or payee representative status, herein referred to as "payee", shall be required to meet the following financial responsibilities.
  - a. The family member or significant other shall sign a Center agreement stating intent to pay for services rendered at a pre-arranged amount in accordance to the services provided and the individual's financial status.
  - b. Each month the "payee" shall receive an itemized statement of services rendered, and;

- c. The "payee" shall pay the stated amount within thirty (30) days, or;
- d. The "payee" shall pay a pre-authorized amount toward the stated amount, and;
- e. The "payee" shall maintain financial responsibility for personal needs not provided by Center programs.
- f. The "payee" shall be advised to open and maintain a checking account as a record of the individual's financial status and the payee's financial responsibility.
- g. The "payee" shall be encouraged to provide a minimal weekly allowance in accordance with the individual's budget for his/her personal spending money.

**PROCEDURE APPROVED:**

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QI/RM Director

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Date