

**WAC 388-829C-280 What are the companion home provider's responsibilities when managing client funds?** (1) When managing a client's funds, the companion home provider must:

- (a) Protect the client's financial interests;
- (b) Include the client to the highest degree possible in decision making about how their funds are spent;
- (c) Maintain a detailed ledger with a running balance for each account managed by the provider, including:
  - (i) Cash received from writing checks over the purchase amount; and
  - (ii) A list of where the money was spent or gift card funds were used;
- (d) Deposit any client funds into the client's bank account within one week of receiving the funds;
- (e) Reconcile the client's accounts, including cash and gift card accounts, on a monthly basis;
- (f) Retain receipts, bills, and invoices for purchases over twenty-five dollars;
- (g) Notify DDA if the client's resources reach one thousand seven hundred dollars; and
- (h) Assist the client with writing checks, if needed.

(2) When managing a client's funds, the companion home provider must not:

- (a) Commingle the client's funds with the provider's funds;
- (b) Ask the client to sign a blank check unless stated otherwise in the client's individual financial plan;
- (c) Let the client's bank account be overdrawn; or
- (d) Let the client's cash funds exceed seventy-five dollars, unless stated otherwise in the client's individual financial plan.

(3) If the client manages their own funds and requests that the companion home provider hold their checkbook, debit card, or credit card:

- (a) The provider is not considered to be managing the client's funds;
- (b) The client must continue to have access to their funds; and
- (c) The provider must document the request in the client's individual financial plan.

(4) Social Security Administration requirements for managing the client's Social Security benefits take precedence over these rules if:

- (a) The service provider is the client's representative payee; and
- (b) The Social Security Administration requirement conflicts with these rules.

[Statutory Authority: RCW 71A.12.030, 71A.10.020 and 71A.12.040. WSR 18-22-106, § 388-829C-280, filed 11/6/18, effective 12/7/18. Statutory Authority: RCW 71A.12.30 [71A.12.030] and Title 71A RCW. WSR 07-16-102, § 388-829C-280, filed 7/31/07, effective 9/1/07.]