MAXABILITIES OF YORK COUNTY

POLICY TITLE: Individual Clothing and Personal Property- Residential Programs

EFFECTIVE DATE: February 1, 1999

POLICY REVISION: September 24, 2026
March 22, 2018
August 25, 2011

REFERENCE: Office of Intellectual & Developmental Disabilities (OIDD) Departmental Directive 604-01 DD
Social Security Administration (SSA) "Guide for Organizational Representative Payees"
MaxAbilities of York County (MaxAbilities) Policy: Consumer Funds
MaxAbilities Policy: Incident Reporting

RELATED PROCEDURAL DOCUMENTS: MaxAbilities Procedure: Consumer Funds
MaxAbilities Resident Handbook

PURPOSE: To establish accountability expectations for the purchase, maintenance and disposition of clothing and personal property of individuals (residents) participating in MaxAbilities residential services.

POLICY STATEMENT: MaxAbilities will maintain personal property for individuals receiving residential services in a fashion that meets the requirements found in the current version of the OIDD Departmental Directive 604-01 and the Social Security "Guide for Organizational Representative Payees".

RESIDENT RIGHTS: Residents assessed as capable of managing purchases, maintenance, and disposition of personal property shall be afforded that opportunity. Restrictions must be individually justified, documented and reviewed.

SAFEGUARDING PROPERTY: As a fiduciary, MaxAbilities must protect property purchased from loss, misuse, theft, or unauthorized use. Misuse of individual assets can result in repayment obligations, termination of employment, and potential civil or criminal penalties.

PROPERTY RECORDS: Individual property records consist of two documents as outlined below:

- Attachment A- Personal Possession Inventory of Items $100 or Over
- Attachment B- Personal Clothing Inventory

Items owned costing or valued at $100 or over (including clothing items) must be listed on Attachment A along with the serial and/or model number, the cost/value of the items and the date acquired (can be estimated if the item accompanied the individual when they were admitted).

PROPERTY PURCHASE/ACQUISITION: Any funds conserved or used on behalf of the individual remain the individual's property. MaxAbilities only acts as a fiduciary and must use funds solely for the individual's use and benefit.

Property acquired with those funds therefore belongs to the individual, not MaxAbilities. When purchasing items such as furniture, appliances, electronics, adaptive equipment, or vehicles, the purchase must benefit the individual and be consistent with their needs.

For items purchased or received as a gift costing over $100, programs must retain invoices, receipts, titles, registrations, and other supporting records. SSA may review these records during monitoring visits or audits.

Any property purchased using the individual's funds must be for items not required to be provided by MaxAbilities from its operational budget. Clarification on items to be purchased by MaxAbilities versus individual funds can be determined by contacting the Consumer Funds Specialist. Any purchase made using individual funds that is deemed to be a responsibility of MaxAbilities must be reimbursed to the individual.

RESIDENTIAL ADMISSION INVENTORY: Upon admission to a MaxAbilities residential home, staff will work with the individual and family (as applicable and desired) to inventory clothing and personal possessions *(Attachments A & B)*. Once the inventory has been completed, it will be maintained by staff routinely as directed by 604-01 DD.

RESIDENTIAL DISCHARGE INVENTORY: If the individual is no longer served by MaxAbilities, a transfer of property to the new service provider, the individual, the individual's family, or other party as appropriate. The inventory of items transferred must be signed by both parties (MaxAbilities and the receiving party) to acknowledge receipt of all items being transferred. A called team meeting should also be completed outlining the specifics of the inventory transfer.

RESIDENTIAL DEATH: Upon the individual's death, property items belonging to the individual must be transferred to the individual's estate, heir, or other responsible party. The inventory of items transferred must be signed by both parties (MaxAbilities and the receiving party) to acknowledge receipt of all items being transferred. A called team meeting should also be completed outlining the specifics of the inventory transfer.

PROPERTY DISPOSITION: In the event an individual wishes to dispose of a property item, the property item is broken and needs to be disposed of, or the individual wishes

to transfer ownership of that item, a called team meeting will be completed to record the action taken. If transfer of ownership is desired, the called team meeting should include the original price of the item, the fair market value of the item and a bill of sale signed by the resident/ responsible party. The Personal Property Inventory will be updated to reflect any property disposition.

Individuals are never permitted to purchase, sell, or give an item to a staff person employed by MaxAbilities. Any transfers of ownership to other residents, family members, friends, etc. must be at arm's length and proper financial consideration given to the individual giving up ownership of the item

TRANSFER OR SALE: If transfer of ownership is desired, then a called team meeting must be held and should be documented to include the original price of the item, the fair market value of the item, and a bill of sale signed by the resident/responsible party. Both parties to the transaction must consent to the ownership transfer and if transfer is to another resident, then the called team meeting must document their agreement to the transaction.

DISPOSED/SCRAPPED: If an item is to be scrapped, then a called team meeting must be held and should be documented to include the reason for the decision to scrap the item. Details on how the item is to be disposed of (example: taken to the landfill) must be included in the documentation.

MISSING PROPERTY: In the event that a resident reports personal property valued at $100.00 or more to be missing, MaxAbilities staff will assist the resident in looking for the missing item and talk with the resident about what may have occurred. If following a thorough review of the facility and resident discussion the item is not located, MaxAbilities staff will contact the family to notify. The situation will be reviewed to determine if reporting via law enforcement or OIDD incident report is warranted. The individual will be reimbursed for the missing item either from the Board or from the responsible party.

PHYSICAL INVENTORY: Inventories should be updated as changes occur and current at all times. In an effort to ensure they are monitored routinely, a quarterly physical inventory will be performed and documented on the personal property forms. All personal property will be inventories on a quarterly basis by the assigned residential program manager every January, April, July, and October.

The inventories must be properly documented to reflect the counts of all items owned by the individual. The forms must be signed and dated by the program manager completing the inventory. All quarterly inventories must be reviewed by the Residential Coordinator assigned to the residential program.

Any missing items will be reported in accordance with this policy and the Incident Reporting policy and procedure as applicable.

Each fiscal year, the personal property inventories will be replaced and the prior year uploaded to the MaxAbilities electronic health record system (example: THERAP) for each resident.

PROCEDURE: All related procedural documents/ practices are to be developed and maintained as needed by the MaxAbilities CEO/designee in keeping with the dictates of the most current version of 604-01 DD and the Social Security "Guide for Organizational Representative Payees".