

Kids Central, Inc. System of Care Policy & Procedure

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| Series: | Master Trust Accounts | | |
| Policy Name: | Balance Report | | |
| Policy Number: | 1203 | | |
| Origination Date: | 07/01/10 | Revision Date: | 01/05/12 |
| Authority: | 402 F.S., 737 F.S., 39 F.S., 415 F.S., 65C-17 F.A.C. | | |
| Attachments: | Master Trust Expense Plan Form | | |

Purpose

Once a month client master trust account balance reports are released upon completion of the reconciliation. This document outlines the necessary steps in creating and working the "Balance Report".

Policy

It is the policy of the organization to ensure accurate recording and reporting of client trust fund activity. A "Balance Report" will be generated monthly after the client trust fund reconciliation process has been completed and submitted to stakeholders who will use this information in the management of client trust fund account balances.

Procedure

1. Once a month after the reconciliation process has been completed, the Master Trust Account Clerk prepares the Client Balance Report for the preceding month.
2. The following steps are followed to generate the Client Balance Report from the FAST system:
 - Use the following parameters to create report:
 - Click on Client Trust Reports (tab)
 - Select Client Balances
 - Client: All Clients
 - Enter ending date of the month completed
 - Select Agency: Kids Central- District 13
 - Select: Finance tab

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- Select Account: 1000 – Current Needs Account
2000 – Long Term Needs Account
7000 – Investment Account – Current Needs
 - County: Leave Blank no selection)
 - Location: Leave Blank no selection)
 - Program: Leave Blank no selection)
 - Revenue Code: Leave Blank no selection)
 - Transaction Type: Leave Blank no selection)
 - Unit: Leave Blank no selection)
 - Month: MM/DD/YYYY (use last day of the month)
3. Review the report to determine if there any clients that have left care
 4. If there are any clients that have left care they should be removed from the report
 5. Distribute Client Balance Report to:
 - KCI Master Trust Client Representative
 - DCF Contract Manager
 - John Pridham - email address: John_Pridham@dcf.state.fl.us
 - Family Care Managers
 - Child Welfare Legal Services
 - Amber Sillery – email address: Amber_Sillery@dcf.state.fl.us
Address: Department of Children and Families
C5 Children’s Legal Services
1601 W Gulf Atlantic Hwy.
Wildwood, FL 32785
 6. On a quarterly basis, generate the “Client Balance Report” to include the above parameters with the following exceptions:
 - Clients: Include only SSI clients
 - Include only balances greater than \$1,200

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7. Distribute Client Balance Report to:
 - KCI Master Trust Client Representative
 - DCF Contract Manager
 - Family Care Managers
 - Child Welfare Legal Services
8. The following steps explain how to work the Client Trust Balance Report
9. Master Trust Client Representative obtains a copy of “Client Balance Report” and reviews each client’s account balance to determine if it is greater than \$1,200.
10. If the account balance is greater than \$1,200, the Master Trust Client Representative should follow up with the Family Care Manager regarding the client’s expenditure plan.
 - The Family Care Manager will need to create a “spend down” plan and submit it to the Master Trust Client Representative within five (5) business days. Client’s expenditure plan should include short and long term needs.
 - The Master Trust Client Representative should review the plan to determine if the Family Care Manager’s client expenditure plan results in a “spend down” of funds balance at least below \$1,200 by the last day of the month and should ensure that the expenditure plan will prevent the client balance from surpassing \$2,000 limit.
11. If the client’s account balance does go over the \$2,000 limit during the month; however, the “spend down” plan results in reducing the client account balance to below \$2,000 by the last day of the month, KCI would keep the *cost of care* received during the month in which the account went over the \$2,000 limit.
12. If by the last day of the month the spending plan does not reduce the client balance to below the \$2,000 limit and the Master Trust Client Representative verifies on the **first day of the next month that the client’s account balance is \$2,000 or greater**, the following actions will need to be taken:
 - Prepare notification to SSA of \$2,000 limit being met
 - Initiate refund to SSA of difference between account balance and \$2,000 limit for the prior month
 - SSI benefit should be refunded for the current month
13. Cannot keep the cost of care for the current month

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date