

ACCOUNTING PROCEDURES MANUAL

VOL. 7 LOCAL FUNDS

CHAP. 6 CLIENT TRUST FUNDS
ADMINISTERED BY PROVIDERS

September 9, 2005

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EXHIBIT B SUGGESTIONS FOR USES OF BENEFITS

The following list is intended to encourage the imaginative use of social security benefits by representative payees. It should not be considered restrictive or all-inclusive. Expenditures of each beneficiary should be determined as one individual basis considering the total needs and desires of the individual. If questions arise as to whether a particular expenditure is appropriate, the nearest social security office should be contacted for guidance.

Clients' funds should not be used to purchase an item which the state would be expected to provide as part of its responsibility to the beneficiary, or if the item would be covered by the Medicaid or Medicare programs.

I. Clothing

- 1. Swim cap and/or suit
- 2. Bathrobe, night clothes
- 3. Bedroom Slippers
- 4. Caps, scarves, gloves
- 5. Purse, billfold
- 6. Shoes, boots, sandals
- 7. Socks, hose, under garments
- 8. Special foundation garments
- 9. Summer/winter coats, raincoat with zip liner, jacket
- 10 T-shirt, tops, sweaters
- Adaptive clothing, zipper pulls, Velcro fasteners, etc. For the handicapped
- 12. Good/excellent quality permanent press clothing (arrange for professional alterations at time of purchase).

II. PERSONAL NEEDS

- 1. Adaptive bathing aids (soap on a rope, special brushes)
- 2. Cosmetics, toilet articles
- 3. Electrolysis for removing excess hair
- 4. Haircuts, permanents, manicures, pedicures
- 5. Curling iron, hair dryer/styling tools
- 6. Telephone expenses for clients who have relatives out of state.

III. RECREATION

- 1. Craft projects (if client is able to use them)
- 2. Musical instruments, lessons
- 3. Restaurant meals
- 4. Spending money for movies, community center programs, miniature golf, etc.

- Jewelry
- 6. Perfume, cologne, bath powder
- 7. Sunglasses (prescription or regular)
- 8. Wristwatch, alarm clock
- 9. Toys
- 10. Tickets to entertainment and recreational events.

IV. MISCELLANEOUS

- Bath scales
- Bike (for some clients, a threewheeler might be more appropriate)
- 3. Birthday/Christmas presents or cards for family members and friends (within reason)
- 4. Clothes hamper
- 5. Fish tank
- 6. Magazine subscriptions
- 7. Plants
- 8. Radio or tape recorder
- Records and tapes.
- 10. Television
- 11. Typewriter
- 12. Stationery, pens and pencils, postage stamps
- 13. Suitcases

V. HOME FURNISHINGS

- Individualized bedspreads, curtains, throw rugs, etc.
- 2. Lamps for rooms
- 3. Mobiles, especially for bedridden clients.
- 4. Pictures, posters, mirrors
- 5. Waterbed
- 6. Stuffed animals for bed
- 7. Throw pillows
- 8. Individually selected chest of drawers or locker
- 9. Personal locked cedar chest/trunk

10 Rocking, easy or bean-bag chair.

VI. TRANSPORTATION

- 1. Provide for close relatives to visit clients in special cases
- 2. Provide trips for client to visit parents/family/friend
- 3. Provide transportation to summer camp

VII. THERAPEUTIC EQUIPMENT

- 1. Adaptive dressing aides
- 2. Adaptive book holders
- 3. Adaptive feeding aides4. Adaptive toiletry aides
- 5. Crawlers
- 6. Electric page turner
- 7. Electric typewriter with palsey shield
- 8. Electric wheelchair
- 9. Mirror with shatter-proof glass for practice in seeing self walk.
- 10. Pool toys, swim therapy equipment
- 11. Hearing aides
- 12. Eyeglasses
- 13. Language board
- 14. Orthopedic shoes
- Walkers and walking aides
- 16. Record/tape player with earphone jack
- 17. Wheelchair with special optional equipment
- 18. Shower and bathroom chair
- 19. Adapted shower head.