

**PERSONAL FOCUS
PERSONAL FUNDS MANAGEMENT
TIP SHEET**

The Personal Funds Management section includes information about how funds are managed, who manages those funds, and the involvement of the individual in the management of his/her funds.

The provider manual is very specific regarding what must be included in this section.

Personal funds include earned funds, unearned funds, trust funds, etc.

☞ These are suggestions of what to consider when completing the “Personal Funds Management” section of the Personal Focus. Inclusion in the ISP should be based on the unique characteristics, needs and preferences of the person. There is no expectation or requirement that all areas be specifically addressed in the ISP.

1. How personal funds are managed.
2. How much involvement and what type of involvement the person has in managing his/her personal funds.
3. Who manages the person’s funds. Include the person(s) responsible for paying bills, how that is accomplished, etc.
4. The person’s involvement in budgeting including:
 - What the person does independently;
 - What the person needs help with;
 - How much help and the kind of help the person needs; and
 - The things that someone else must do for the person.
5. The person’s capabilities and desires for managing his/her personal funds including cash, checks, Automatic Teller Machine (ATM) cards, credit cards, food stamps, trust accounts, savings accounts, etc including:
 - What the person does independently;
 - What the person needs help with;
 - How much help and the kind of help the person needs; and
 - The things that someone else must do for the person.
6. The person’s understanding of the correlation between working and the amount of money he/she has available.
7. Training or assistance needed to support the person in managing his/her personal funds.
8. Skills needed to increase independence with managing personal funds.
9. The extent to which the provider agency or others are entrusted with management of personal funds.
10. Financial security issues or concerns.
11. Risk and exploitation issues.

12. Limitations on access to personal funds and strategies to remove limitations as quickly as possible.

For additional information about the Personal Funds Management Policy, please contact the DMRS Central Office, Director of Policy.