

81026 Safeguards for Cash Resources, Personal Property, and Valuables

(a)

A licensee shall not be required to admit or continue to care for any client whose incapacities, as documented by the initial or subsequent needs appraisals, would require the licensee to handle such client's cash resources.

(b)

If such a client is admitted for or maintained in care, his/her cash resources, personal property, and valuables not handled by a person outside the facility who has been designated by the client or his/her authorized representative shall be handled by the licensee or facility staff, and shall be safeguarded in accordance with the requirements specified in Section 81026(c) through (n) below.

(c)

Except where provided for in approved continuing care agreements, no licensee or employee of a licensee shall: (1) accept appointment as a guardian or conservator of the person and/or estate of any client; (2) accept any general or special power of attorney except for Medi-Cal or Medicare claims for any client; (3) become the substitute payee for any payments made to any client. (A) This requirement does not apply to a licensee who is appointed by the Social Security Administration as representative payee for the client. (4) become the joint tenant on any account specified in Section 81026(i) with a resident.

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(d)

Cash resources, personal property, and valuables of clients handled by the licensee shall be free from any liability the licensee incurs.

(e)

Cash resources, personal property, and valuables of clients shall be separate and intact, and shall not be commingled with facility funds or petty cash. (1) The above requirement shall not prohibit the licensee from providing advances or loans to clients from facility funds. (A) Documentation of such transactions shall be maintained in the facility.

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(f)

The licensee or employee of a licensee shall not make expenditures from clients' cash resources for any basic services specified in these regulations, or for any basic services identified in a contract/admission agreement between the client and the licensee. (1) This requirement does not apply to a licensee who is appointed by the Social Security Administration as representative payee for the clients.

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(g)

The licensee shall not commingle cash resources and valuables of clients with those of another community care facility of a different license number regardless of joint ownership.

(h)

Each licensee shall maintain accurate records of accounts of cash resources, personal property, and valuables entrusted to his/her care, including, but not limited to the following: (1) Records of clients' cash resources maintained as a drawing account, which shall include a current ledger accounting, with columns for income, disbursements and balance, for each client. Supporting receipts for purchases shall be filed in chronological order. (A) Receipts for cash provided to any client from his/her account(s) shall include the client's full signature or mark, or authorized representative's full signature or mark, and a statement

acknowledging receipt of the amount and date received, as follows: "(full signature of client) accepts (dollar amount) (amount written cursive), this date (date), from (payor)." (B) The store receipt shall constitute the receipt for purchases made for the client from his/her account. (C) The original receipt for cash resources, personal property or valuables entrusted to the licensee shall be provided to the client's authorized representative, if any, otherwise to the client. (2) Bank records for transactions of cash resources deposited in and drawn from the account specified in (i) below.

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(2)

Bank records for transactions of cash resources deposited in and drawn from the account specified in (i) below.

(i)

Immediately upon admission of a client, all of his/her cash resources entrusted to the licensee and not kept in the licensed facility shall be deposited in any type of bank, savings and loan, or credit union account meeting the following requirements: (1) The account shall be maintained as a trust account separate from the personal or business accounts of the licensee. (2) The account title shall clearly note that the account contains client cash resources. (3) The licensee shall provide access to the cash resources upon demand by the client or his/her authorized representative. (4) The account shall be maintained in a local bank, savings and loan or credit union authorized to do business in California, the deposits of which are insured by a branch of the Federal Government. (A) A local public agency shall have the authority to deposit such cash resources with the public treasurer.

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(4)

The account shall be maintained in a local bank, savings and loan or credit union authorized to do business in California, the deposits of which are insured by a branch of the Federal Government. (A) A local public agency shall have the authority to deposit such cash resources with the public treasurer.

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(j)

Cash resources entrusted to the licensee and kept on the facility premises, shall be kept in a locked and secure location.

(k)

Upon discharge of a client, all cash resources, personal property, and valuables of that client which have been entrusted to the licensee shall be surrendered to the client, or his/her authorized representative, if any. (1) The licensee shall obtain and retain a receipt signed by the client or his/her authorized representative.

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(l)

Upon the death of a client, all cash resources, personal property and valuables of that client shall immediately be safeguarded in accordance with the following

requirements: (1) All cash resources shall be placed in an account as specified in Section 81026(i) above. (2) The executor or the administrator of the estate shall be notified by the licensee of the client's death, and the cash resources, personal property, and valuables shall be surrendered to said party in exchange for a signed, itemized receipt. (3) If no executor or administrator has been appointed, the authorized representative, if any, shall be notified by the licensee of the client's death, and the cash resources, personal property, and valuables shall be surrendered to said person in exchange for a signed, itemized receipt. (4) If the licensee is unable to notify a responsible party as specified in Section 81026 (l)(2) or (l)(3) above, the licensee shall give immediate written notice of the client's death to the public administrator of the county as provided in Section 7600.5 of the California Probate Code.

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If no executor or administrator has been appointed, the authorized representative, if any, shall be notified by the licensee of the client's death, and the cash resources, personal property, and valuables shall be surrendered to said person in exchange for a signed, itemized receipt.

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If the licensee is unable to notify a responsible party as specified in Section 81026 (l)(2) or (l)(3) above, the licensee shall give immediate written notice of the client's death to

the public administrator of the county as provided in Section 7600.5 of the California Probate Code.

(m)

The following requirements shall be met whenever there is a proposed change of licensee: (1) The licensee shall notify the licensing agency of any pending change of licensee, and shall provide the licensing agency an accounting of each client's cash resources, personal property and valuables entrusted to his/her care. (A) Such accounting shall be made on a form provided or approved by the licensing agency. (2) Provided the licensing agency approves the application for the new licensee, the form specified in Section 81026(m)(1)(A) above shall be updated, signed by both the former and new licensee, and forwarded to the licensing agency.

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(n)

The licensee shall maintain a record of all monetary gifts, and of any other gift exceeding an estimated value of \$100, provided by or on behalf of a client to the

licensee, administrator or staff. (1) The record shall be attached to the account(s) specified in Section 81026(h) above if the client's cash resources, personal property or valuables have been entrusted to the licensee. (2) Monetary gifts or valuables given by friends or relatives of a deceased client shall not be subject to the requirements specified in Section 81026(n) and (n)(1) above.

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The record shall be attached to the account(s) specified in Section 81026(h) above if the client's cash resources, personal property or valuables have been entrusted to the licensee.

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