

SAN GABRIEL/POMONA REGIONAL CENTER

Agreement between Independent Living and/or Supported Living Services Provider and SG/PRC

Money Management Services

From time to time, the San Gabriel/Pomona Regional Center (SG/PRC) requests a provider of Independent Living Services (ILS) or Supported Living Services (SLS) to assist clients with the management of funds to pay for rent, utilities and other living expenses. When the source of funds is from the client's own benefits, the regional center forwards funds to the vendor using the vendor's ILS or SLS service code (520 or 896). When the source of funds is from the regional center's Purchase of Services (POS) allocation, the ILS/SLS provider must become additionally vendored for Housing Services (service code 101) and/or Money Management (service code 034) to receive funds to assist the client.

For all of the situations above, it is important for the ILS/SLS provider to understand the basic qualifications that must be met prior to be given the authority to manage client funds or POS funds to pay for client rent and other living expenses.

The definitions of the two vendored service codes are listed below:

Service Code 034 - MONEY MANAGEMENT/Basic Living Expenses

A regional center shall use the Money Management service code if a regional center client requires skills training in money management. At SG/PRC we are also specifying that this code will be used when the money is not specifically for rent or utilities, but intended for basic living expenses.

Service Code 101 - HOUSING SERVICES

A regional center shall classify a vendor as a Housing Services provider if the vendor provides or brokers housing-related services identified in the client's Individual Program Plan (IPP), integral to the consumer achieving and/or maintaining a home. Housing Services include, but are not limited to: moving, storage, utility services (such as electricity, gas, water, telephone etc.), property management, and/or the location of subsidized or other types of affordable housing. At SG/PRC we also specify that this code is used to assist a client with rent and/or utilities when the client does not have another source of funds.

Qualifications to be Vendored to provide Money Management Services

1. Must have a Program Director, as specified in Title 17 for ILS programs, or the equivalent.
2. Verifiable experience working with individuals who have developmental disabilities.
3. Accounting knowledge, education, and experience sufficient to successfully perform all functions listed in the Money Management Guidelines for ILS Providers.
4. Ability to maintain all required insurances.
5. Ability to pass background check and require that all staff members pass background checks and/or fingerprint clearances.
6. Have a local business office, to facilitate review of documentation by SG/PRC.

**CERTIFICATION FOR INDEPENDENT LIVING SERVICES
or SUPPORTED LIVING SERVICES PROVIDERS
AGREEING TO OFFER MONEY MANAGEMENT SERVICES
TO CLIENTS OF
SAN GABRIEL/POMONA REGIONAL CENTER**

I, _____

of _____

Independent Living Services/Supported Living Services,

vendor number _____,

have read the Money Management Guidelines and the Qualifications for becoming a vendor of money management services and agree to provide services consistent with the typical service requirements specified in the Guidelines.

I understand that the vendor, in signing this agreement, assumes responsibility for the reimbursement of lost client resources, regardless of insurance coverage. Also, it is understood that if the employee of the vendor considered responsible for the lost resources formed a relationship with the client whose resources have been lost as a result of the provision of services by the vendor, that the vendor is responsible for the reimbursement of those resources, whether or not the incident leading to the loss of resources occurred during working hours of the employee involved.

Signature

Date

Position (with the authority to bind the vendor)

Original: To be returned to SG/PRC
Cc: Signed copy to be maintained by Vendor