

Procedure

Monitoring Person Supported Finances

It is part of the Life Sharing Managers role to monitor how the person is supported by their Life Sharing Provider to assist the person in managing their budget.

Key Definitions

PWD Benefits: a financial support from the government for people designated Persons with Disabilities (a monthly support from the provincial government, Ministry of Social Development and Poverty Reduction). Link to MSDPR resources.

OAS: Old Age Security, it is funding from the Federal Government for people over the age of 65 years old. Family or LSN Provider need to support the individual to fill out the necessary papers 1 year to 6 months before turning the age of 65. PWD ends the month after the 65th birthday and the OAS starts. The LSN Contract will be decreased, and the rent and user fee will be increased as per CLBC policy.

PGT: Public Guardian & Trustee. Is a corporation whose role is to protect the interests of people that lack the capacity to protect their interest (legal, financial and health).

MSDPR: Ministry of Social Development and Poverty Reduction.

GST Rebate: Goods and Services Tax rebate provided by the Federal Government.

Monitorable Income: salary, inheritance, gifts, or any money that the person receives.

Tracking System: a tool used to track income, expenditures, and savings for a person.

Step-by-step:

1. LSN Manager will ensure the financial consent form is in place and current, stating that the LSN Provider can assist the person with their finances.
2. LSN Manager will ensure that legal status is understood.
3. LSN Manager will ensure there is a documented understanding of how the LSN Provider will assist with finances and how finances will be tracked and documented (in the Shared commitment, Risk Assessment, and support plan).
4. LSN Manager will monitor the finances at a minimum of once a year – use the 360 Assessment to determine how often monitoring should be conducted.
5. LSN Manager will review the financial tracking documents, looking at purchase and receipts, watching for larger items, as well as expenses such as food and utilities.
6. LSN Manager will document their review in the Communication Notes.
7. If there are any discrepancies or concerns, inform the Sr. Manager of Life Sharing, the family or representative who will follow up with an investigation.

Documents that are made / required

- Tracking System
- Legal Status (Committee, Power of Attorney, PGT)
- Documentation stating who helps assists the person with their finances.
- Consent for Supporting Financial Management – Person Served LSN
- Shared Commitment
- 360 Assessment
- Monthly employment income reporting form
- Monitoring Tool
- MSDPR consent form

People to contact and keep in the loop

- Person Served
- Life Sharing Provider
- In the event of financial discrepancies these may be reported to a Senior Manager
- If there is evidence of financial abuse it will be reported to Senior Manager and CLBC Analyst
- If applicable the Public Guardian & Trustee (PGT)
- If applicable the family

Things to note

- How much money the person is receiving monthly
- If the person receives money or gifts from family members