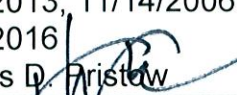


**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.04.01
Policy Name: Fiduciary Responsibility for Client Funds

Original Effective Date: 12/19/2005
Revision Date(s): 08/01/2013, 11/14/2006
Current Revision Date: 08/01/2016
Approved By: Thomas D. Aristow 

PURPOSE: The purpose of this policy is to document the procedures followed by the Cuyahoga County Division of Children and Family Services (CCDCFS) when assuming fiduciary responsibility for funds received on behalf of children in temporary or permanent custody.

SCOPE: This policy pertains to fiscal management, direct services' case managers, children in custody and other related management staff.

POLICY

- I. CCDCFS assumes the fiduciary responsibility for funds received on behalf of children in custody and has operational procedures to ensure:
 - A. segregation of funds;
 - B. organizational accountability;
 - C. protection of consumer assets; and
 - D. compliance with applicable legislative, regulatory, judicial, and governmental requirements.

PROCEDURES

- I. Funds received for children in agency custody who have received a lump sum due to inheritance, victims' assistance or Social Security benefits are deposited into a dedicated bank account in the child's name.
- II. Funds deposited on a child's behalf are separate and independent from other agency funds. Accounting records, by child's name, are maintained on a spreadsheet file. The file contains the following information:
 - A. child's person number
 - B. amount of deposit(s) or withdrawal(s)
 - C. date of deposit(s) or withdrawals(s)

- III. The child may access the funds with his/her social worker's approval and may only be used for the following expenses approved by the Social Security Administration.
 - A. Medical Treatment
 - B. Education or job skills training
 - C. Expenses that directly benefit the child and are related to disability and/or blindness, such as:
 - 1. personal needs assistance
 - 2. special equipment
 - 3. housing modifications
 - 4. therapy or rehabilitation
 - 5. other items or services approved by the local Social Security office
- IV. The fiscal manager requests to close the account when the child reaches the age of majority or the case is closed. The monies will either be transferred to the child or legal guardian. Checks issued from the checking account require one authorized signature.
- V. Procedures for the handling of receipts, deposits and expenditures from the fiduciary account are indicated below:
 - A. Management of Fiduciary Account:
 - 1. Upon receipt of checks or cash, the funds are forwarded to and deposited by the designated staffs at CCDCFS who manages the Fund 6 bank account.
 - 2. The transaction is recorded in the bank account ledger identifying the amount of deposit, child's name, person number and social security number.
 - 3. Funds received via electronic funds transfer (EFT) and directly deposited into the bank account using the child's social security number are verified when the bank statement is received. The transaction is also recorded in the bank account ledger identifying the amount of deposit, child's name, person number and social security number.
 - 4. Disbursements from the fiduciary account are requested by either the child's social worker or by the fiscal manager. Documentation supporting the need and reason for the withdrawal is required prior to the disbursement of funds and attached to a file copy. Check is disbursed to the payee requested, which can be a vendor, the child or a legal guardian. The transaction is recorded in the bank account ledger identifying the amount of withdrawal, child's name, person number and social security number.
 - 5. Reconciliation of the account is done annually by the fiscal manager who verifies account balances and allocates interest earned to an individual's account balance, if necessary.