|  |  |
| --- | --- |
| **MONTCALM CARE NETWORK** **611 North State Street, Stanton, MI 48888**  |  |
|  SUBJECT: Personal Property and Funds  |  Section: 8916  |
|  Effective Date: February 24, 1987  |  Revised Date: June 23, 2020  |

Montcalm Care Network prohibits personal property that may create a danger to self or others from being brought into service locations. This includes all of the following:

1. Weapons, such as firearms, knives and other sharp objects and explosives
2. Alcoholic beverages
3. Marijuana
4. Illegal drugs

Individuals in service are made aware of restrictions through posting of signs and program orientation processes. Individuals bringing a restricted item are asked to remove the items from the building or asked to leave the building if they refuse.

At times it may be medically necessary for individuals to bring prescription medications to service locations. Prescription medications are allowed under the following circumstances:

1. Medication is prescribed to the individual.
2. Individuals are able to keep the medication securely on their person at all times while at the service site.
3. If the person cannot keep the medication secure, medication is placed in a locked area with

labeling that includes the name of the medication, person’s name and date of birth.

Residential providers may adopt exclusions of particular kinds of personal property utilizing the following guidelines:

1. Criteria and justification for exclusions of particular kinds of property will be in writing in residential agreements. Exclusions may include any of the following:

* 1. Weapons, such as firearms, knives and other sharp objects and explosives;
	2. Drugs, whether prescribed or not, unless possession of the drug is specifically authorized by the attending physician;
	3. Alcoholic beverages.

1. A recipient's property or living area will not be subject to search by a residential service provider except in the following circumstances:

* 1. The search is authorized in the recipient's Person/Family Centered Plan;
	2. There is reasonable cause to believe the recipient is in possession of contraband or property excluded by written policies, procedures, or rules of the provider.

1. Searches of a recipient's living area or property shall occur in the presence of two staff, and the recipient shall be present unless he or she declines.

1. Circumstances surrounding the search including the reason for initiating the search,

names of the individuals performing and witnessing the search, and results of the search, including a description of property seized, will be entered in the recipient's clinical record.

1. All limitations of property will be justified and documented in the recipient's record.

1. The individual in charge of the plan of service may limit property in order to prevent the recipient from physically harming himself, herself or others, theft, loss, or destruction of the property, unless a waiver is signed by the recipient or the recipient's guardian.

1. Recipients will be permitted to inspect personal property at reasonable times.

1. A receipt will be given to the recipient and a person designated by the recipient, for any personal property taken into possession of the residential service provider. At the time the recipient moves their property will be returned.

1. A provider of specialized residential services may accept money that is on the person of a resident, that comes to a resident, or that the Agency received on behalf of the resident under a benefit arrangement or otherwise, for safekeeping.

1. The money will be accounted for in writing and in the name of the resident when it is received. Likewise, a written record of disbursements will be maintained by the provider.

1. All money accepted by the provider for safekeeping will be safeguarded against theft, loss, or misappropriation.

1. A resident is entitled to easy access to the money in his or her account and to spend or otherwise use the money as he or she chooses, except as restricted in policies, procedures, or treatment plans.

1. Money accounted for in the name of a resident may be deposited with a financial institution. Any earnings attributable to money in an account of a resident will be credited to that account.

1. All money, including any earnings, in an account of a resident will be delivered to the resident upon his or her release from the home. Upon request, money accounted for in the name of the recipient will be turned over to a legal guardian of the resident if the guardian has such authority.