**Section 140.518 Facility Management of Funds**

A facility shall manage a resident's personal funds only upon written authorization from, in order of priority, the resident, the resident's guardian, the resident's representative, or the resident's immediate family member. Such authorization shall be attested to by a witness who has no pecuniary interest in the facility or its operations and who is not connected in any way to facility personnel or the administrator in any manner. If the facility manages such personal funds, it shall:

a) Establish a separate, written record of each resident's account;

b) Provide a written record of the account at least quarterly to each resident or authorized representative included in the account;

c) Retain all records of personal allowance funds for three (3) years for residents currently residing in the facility and for residents who have died or been discharged from the facility;

d) Report changes in circumstances to the local office;

e) Notify local office of any lump sum payment received;

f) Keep resident funds in an account or accounts which are separate from any facility operating funds or the funds of any person other than another resident. The facility shall establish and maintain a system that assures a full and complete and separate accounting of each resident's account balance. For resident funds that are commingled with the funds of other residents, all interest earned on the resident's funds shall be pro-rated and properly credited to each resident's account balance. The system shall contain documents identifying all transactions made by the facility on behalf of the resident. All deposits and withdrawals are to be shown by date and amount and identifiable receipts for all purchases must be retained; and

g) Notify each resident who receives Medicaid benefits when the amount in the resident's account reaches $200.00 less than the SSI resource limit for one person. The facility must notify the resident that the amount in the account, in addition to the value of the resident's other nonexempt resources, exceeds the one person SSI resource limit of $2,000.00.

(Source: Amended at 15 Ill. Reg. 17733, effective November 22, 1991)