

QA Tips

Management of Funds Trends

January 2024

Individual Financial Plans

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Individual Financial Plans are not being signed by both individual and conservator, if applicable for individual.

WAC 388-101D-0240 (2) The service provider must obtain signatures from the client and the client's legal representative on the individual financial plan.

Reconciliations & Verifications

Reconciling and verifying client accounts are not being completed accurately or at all.

WAC 388-101D-0255

Reconciling and verifying client accounts.

(1) For any client funds managed by the service provider, the service provider must:

(a) Reconcile the client's bank accounts to the client's bank statements each month;

(b) Reconcile the client's cash account each month; and

(c) Verify the accuracy of the reconciliation.

(2) The service provider must not allow the same staff person to do both the verification and reconciliation of the client's account.

(3) The service provider must ensure that the verification or reconciliation is done by a staff person who did not:

(a) Make financial transactions on the client's behalf; or

(b) Assist the client with financial transactions.

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