

**LAKE COUNTY BOARD OF DD/DEEPWOOD**  
**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: August 24, 2020

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: RESIDENTIAL COMMUNITY ACCESS PETTY CASH FUND**

**II. PURPOSE:**

To provide guidelines for petty cash funds for community access for individuals residing in the County Board operated ICF/IIDs.

- A. Community access is offering individuals the opportunity to get involved in their community and affording individuals with opportunities to choose activities which are meaningful and that support their personal interests and service plan outcomes, while promoting engagement within their community.
- B. The funds for community access may come from the individual's personal funds, Board funds, or the Deepwood Foundation depending upon the circumstances, as noted in this policy.

**III. REFERENCES:**

ORC 309.12 Protection of Public Funds  
OAC 5123-7-09 ICF/IID Personal Needs Allowance  
OAC 5123: 2-3-03 Licensed Residential Facilities – Person Centered Planning  
LCBDD Board Policy E-(which ever Policy you are referencing for procurement)

**IV. POLICY:**

A value of the Board is that individuals living in the ICF/IID should have access to events and activities in the community even if the individual does not have sufficient personal funds to pay for events and activities. This value is also shared by the Deepwood Foundation.

Additionally, the Board will pay for staff expenses within certain limits when they are accompanying individuals in the community.

When individuals have less than \$200 in personal funds, the Board or Deepwood Foundation shall pay reasonable amounts for community access expenses. The maximum amount the Deepwood Foundation will pay for a calendar quarter is dictated by their policy.

**LCBDD/Deepwood Policy E-15**

**RESIDENTIAL COMMUNITY ACCESS PETTY CASH FUND**

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- A. Individuals with more than \$200 in personal funds shall pay for community access expense with their personal funds.
- B. The Board will pay staff costs for outings with a limit of \$10 for lunch, \$15 for dinner, and actual cost for events.
- C. The Board will pay for parking for events.
- D. The payment of Board funds for individual and staff community access expenses will follow the Board's procurement policies and procedures (identify which Policies).

In order to determine what expenses may be paid from personal funds, Deepwood Foundation Funds, County Board Petty Cash Funds, or Habilitation Funds, refer to Attachment A "Residential Community Access – Who Pays for What.

**V. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff via Department Managers  
LEADD President

**VI. REVIEWED: 8/20**