

	<p>Q.9 (c) Should the Service User pay for incontinence wear?</p> <p>All citizens, in receipt of Disability Allowance and Medical Cards are entitled to a monthly allowance of incontinence wear from the HSE. If there are instances where this is not happening for the individual, it should be represented through the line management structure. If people require additional wear to the allowance they receive, then they will have to purchase them. In instances where there is an inability to pay for incontinence, this should be represented to the Organisation via the line management structure.</p>
	<p>Q.9 (d) Should the Service User pay for protective gloves or aprons?</p> <p>Protective gloves, aprons and hand-wash are for the protection of personnel, therefore the organisation should provide these.</p>
	<p>Q.10 If the person I am supporting is a Ward of Court, what does this mean?</p> <p>Immediate support and information may be accessed from the person's assigned social worker.</p> <p>The main purpose of Wardship is to look after the welfare and to protect the property of the person where this is considered necessary. You can access an information booklet from the Ward of Court Office which has details of what ward of court means to an individual and their assets. It can be sourced from: The Court Service Information Office, Phoenix House, 15-24 Phoenix Street North, Smithfield, Dublin. www.courts.ie</p>
	<p>Q.11 Where can I get additional information supporting policy on Service Users' Monies?</p> <p>You will find additional information in the for Service Users' Monies policy.</p>



GUIDANCE ON SERVICE USERS' MONIES

	<p>Q.1 What do we mean when we refer to one's income and resources?</p> <p>Personal assets An individuals wages Training Allowance Disability Allowance Additional Pensions i.e. Blind Pension, Mobility Allowance Personal Savings/Gifts Any possessions belonging to the individual</p>
	<p>Q.2(a) How do I support someone to make a decision about what they spend their money on?</p> <p><i>Consideration should be given to the following:</i></p> <p>By talking to the person in the first instance and following up with the person's family, staff or others who advocate for them to establish that the money is being used for something that is a demonstrated priority for the person i.e. that it is one of the most important things in the person's life.</p> <p>Consideration should be given to: the cost, the on-going cost and the value for money and the impact this will have for the individual.</p> <p><i>Who should be involved in the decision making?</i></p> <p>The Circle of Support selected by the individual, which could include the person's family, friends, advocates, Named Staff and the Regional Services Manager. In situation where there is a difficulty in reaching a decision, the Circle should consider using an independent advocate to represent the individual. An independent person could be a friend/volunteer advocate for the person. The family are the final decision-makers when a child is involved.</p> <p><i>Recording</i></p> <p>A record of the outcome of this decision-making process will be held within the individual's I.P./Main File, which should be signed off by the people involved in the decision-making.</p>
	<p>Q.2(b) Occasionally, it may not be clear about the person's preference and this can be interpreted differently by people - what should I do?</p> <p>If the person's preference is not clear or the value to the individual is also not clear, use the process described in Q.2(a)</p>

	<p>Q.2(c) If there is a request for money from the person's account other than an identified priority, what should I do? The individual's preference and rights should always be honoured. The process described in Q.2 should be adhered to.</p>
	<p>Q.3 Is it ok if I limit the amount of money a person I support has access to, if I feel it will damage their well-being, security or health with what they are spending it on? The Organisation believes that each individual has the right to their money, in instances where there is a restriction imposed on the person, the supports should use the Rights Checklist to determine appropriate actions and safeguards. In relation to children, discussion around access needs to be in consultation with the family.</p>
	<p>Q.4 If a Service User requires private medical appointments or equipment to support their well-being, who should pay for this? In the first instance, all public entitlements in the area of Aids and Appliances should be applied for. In the event of a failure to access the required equipment, the next step and any decision for the individual to fund the purchase themselves should be reviewed with the circle as per the process identified in Q.2(a). Private medical, dental appointments should be sought publically in the first instance and then if not attained can be purchased, given that there is full consent and agreement at the circle of support. The same applies to the purchase of medical insurance if the circle deemed it to be the right decision. All decisions in this regard must be written up and available for review on the Individual's Plan. Note: the family are the final decision-makers when a child is involved.</p>
	<p>Q.5 What is the role of the Support Workers/Named Staff in relation to supporting people in the management and understanding of their monies? The Organisation believes that each person should be supported to understand and manage their money and that each support personnel should explore the most meaningful method of enabling the person to do this. Each person learns in a different way and this should be considered when choosing a method to help the person. In relation to children, families should be consulted regarding management of monies. The Service Users' Monies Policy should always be adhered to when supporting people with their finances. Additionally, there are a number of organisations externally who have expertise and literature which may be helpful to individuals and their supports. Money Advice and Budgeting Services www.mabs.ie Inclusion Ireland www.inclusionireland.ie It's Your Money www.itsyourmoney.ie Disability Allowance www.welfare.ieschemes/ill/da.html</p>

	<p>Q.6 When a Service User is being supported to go out socially, does the Service User pay for the support person's costs? Service User's should only be expected to pay for their own expenses unless there is a reciprocal arrangement with the individual supporting them i.e. they take turns to pay for drinks etc., In relation to volunteers, refer to the Volunteer Policy</p>
	<p>Q.7 If a situation arose where a Service User identified a priority that has significant costs for the supports/organisation, could it be considered that a Service User pays for the support or their expenses, to make this happen? It is suggested that one explores what exists within both the current core resources of service provision and natural supports to the person. There should be a clear evidence of problem-solving and a strong rationale for decision-making which identify that, if core supports to the person cannot meet their identified priority, the processes identified in Q.2(a) should be used. As a rule however, individual's funds must not be used to support staff costs</p>
	<p>Q.8 Where there is a vehicle available to a service, who should pay for the running costs and upkeep of this? People who use the vehicle should pay for the running costs and upkeep; this should be agreed locally and consented to by each individual or their advocate. In situations where the service is considering purchasing a vehicle, it is essential that there is an agreed plan on the day-to-day costs and maintenance of same, prior to purchase. All decisions in this regard must be written up and available for review on the Individual's Plan.</p>
	<p>Q.9 (a) If an individual lives in a group home, what are they expected to contribute? The organisation has an agreed rent which includes furnished accommodation. As with any rental accommodation, the tenant can pay to upgrade or personalise their accommodation with agreement from the landlord. It is expected that individuals should use their income to support their day-to-day living expenses and utilities.</p>
	<p>Q.9 (b) When an individual uses the organisation's Respite Service, what are they expected to pay? Individuals are expected to pay the agreed overnight rent charge for respite; also it is expected that individuals have money to cover their living costs while in the Respite Service.</p>