



# The Francis Foundation

Services in Mental Health, Education, and Developmental Disabilities

**"Unconditionally Committed to the Welfare of Children"**

**Business Office**  
476 Main Street  
Winooski, VT 05404  
(802) 655.5718 (phone)  
(802) 655.9758 (fax)

**Program Office**  
16 Church Street  
Middlesex, VT 05602  
(802) 229.6369 (phone)  
(802) 229.9467 (fax)

Dear Home Care Provider,

Enclosed is a packet of information to help manage your consumer's personal spending money.

Some helpful information:

1. Record on "Record of Income & Expenditures" all monies received and expenditures of \$5 or more.
2. Do not keep a bank account for your consumer.
3. Do not co-mingle your money with your consumer's.
4. Submit completed "Record of Income & Expenditures" by the 10<sup>th</sup> of each month.

If you have questions, please direct them to the Residential Director or the Operations Director.

---

---

**THE FRANCIS HOME PROVIDERS SERVICES, INC.  
DEVELOPMENTAL HOME PROVIDER AGREEMENT**

---

---

**CONSUMER'S PERSONAL SPENDING MONEY**

(If applicable)

Federal and State regulations governing Social Security and Supplemental Security Income payments require that **Contractor** comply with the following in connection with the personal spending money received by or on behalf of **Consumer**:

1. By the 10th of each month, **Contractor** shall forward to **The Francis Foundation Inc** an accounting of all expenditures of **Consumer's** personal spending money for the previous month using forms provided by representative payee.
2. **Consumer's** personal spending money may be used for the following expenditures:
  - A. Personal items for the sole use of **Consumer**; e.g., shampoo, deodorant, hairspray, and which are maintained with **Consumer's** personal effects.
  - B. Occasional inexpensive snacks for the sole consumption of **Consumer** (snack money should not be accumulated and used for a major food purchase).
  - C. Expenses of trips and outings to the extent that such expenses are attributable to **Consumer's** participation in the trip or outing.
3. **Consumer's** personal spending money may not be used for personal items, snacks, or any expenses of any person other than **Consumer**.









