

#### **4004-D RESPONSIBILITIES**

REVISION DATE: 09/30/2020, 8/30/2013

EFFECTIVE DATE: January 15, 1996

- A. Support Coordination District Program Administrators and Managers are ultimately responsible for the proper use of the member funds.
- B. The Division of Developmental Disabilities Business Operations and Client Funds will:
  - 1. Ensure training, assistance, and technical guidance is provided to all employees responsible for member funds.
  - 2. Exercise good judgment and due diligence in the administration of member funds.
  - 3. Audit and provide administrative assistance to review activity related to member funds.
- C. Confidentiality will be maintained in accordance with *Chapter 6001-A Confidentiality* of the Operations Policy Manual.
- D. No Division employee shall offer assistance or in any way help an individual complete income tax forms, unless they are the legal guardians for the member.