

Policy & Procedure Concerning Financial Resources of Persons Served
Appendix E

Reimbursement Guidelines

The guidelines below will be followed for people in services:

1. Reimbursement for **meals**
 - If a person in services is on a NorthStar committee, such as Human and Legal Rights or Regional Advisory, NorthStar will reimburse the person
2. Reimbursement for **cover charges/tickets**
 - The person will pay for his/her own cover charges/tickets
3. Reimbursement for **group trips out of the *home area***
 - All expenses will be split by the people in services who are going on the trip
 - If the person cannot afford the costs, IPP teams/area programs are encouraged to seek alternative funding; possible alternate funding sources may be donated money, families contract accounts, etc.
4. Reimbursement for **individual trips** (ARC-sponsored trips, family vacations, other vacations, etc.) **out of the *home area***
 - Person in services pays for all staff costs (motel, meals, tickets, etc.)
 - If the person cannot afford the costs, IPP teams/area programs are encouraged to seek alternative funding. Possible alternate funding sources may be donated money, families, contract accounts, financial assistance programs, etc.
5. Reimbursement for **transportation expenses**
 - In-town transportation will be provided
 - Transportation will be provided by NorthStar for health care needs, job or volunteer activities which require on going support from staff
 - Travel expenses to the closest shopping center from the *home area* will be paid by NorthStar for buying supplies, sundries, clothing and personal items that aren't available within the community
 - If the person in services wishes to travel outside of his/her *home area* for other leisure activities, he/she will pay for the travel expenses that are incurred; this includes going to family/friends' homes for visits
 - If the person cannot afford the costs, IPP teams/area programs are encouraged to seek alternative funding. Possible alternate funding sources may be donated money, families, contract accounts, etc.

NOTES

- Any reimbursement by people in services will be made to NorthStar Services
- Reinforcement expenses are paid by the agency when approved by the IPP team
- The IPP Team has to be notified of anything over \$50 that the person in services is required to pay
- Receipts will be required for all reimbursements
- It is the Area Management's responsibility to ensure that NorthStar employees are not taking advantage of the person in services or the agency
- The *Home Area* is to be determined by the local area program

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