

**STATE OF CONNECTICUT  
DEPARTMENT OF MENTAL RETARDATION**

**ADVISORY: The Use of Clients' Personal Funds for Transportation to & from Or while at a DMR Funded Day Program**

**No:** I.F.ADV.001

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**Issued by:** Kathryn duPree, Deputy Commissioner

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**Employee Groups Who Need to Review:**

Contract Administration, Public Program Staff,  
Case Management Supervisors, Operations Center, Audit

**Manual Section:** Service Delivery, Human Rights and Legal Responsibilities

**Purpose**

To clarify when an individual's personal funds may be used to pay for transportation to and from or while at a DMR operated or funded day program.

**Applicability**

This advisory applies to people in residential settings operated or funded by DMR or with an ISA and who attend a DMR operated or DMR funded day program. This advisory is not applicable to individuals living at home who attend a DMR operated or funded day program.

**Definitions**

Personal Funds: those monies amassed from sources such as wages, cash benefits, gifts etc. belonging to the individual. These funds are also referred to as Client Funds.

**Information**

Personal funds are the individual's personal monies for their personal needs and enjoyment for such things as toiletries, recreation and clothing of the individual's choice. Client personal funds are not to be used to fund costs associated with their programs that are required to be provided by the program.

An individual's personal funds ***shall not*** be used to fund transportation to a day program, from a day program, or to fund transportation costs incurred while attending the day program during the course of activities that are related to work or habilitation while at the day program unless qualifying under the exceptions below.

Exceptions

The only "allowable" situations where it may be appropriate for an individual to pay for transportation to his/her day program are:

- a. in the instances the individual is very independent, living in independent settings;
- b. the individual has significant earnings from day program employment; and the individual uses public transportation i.e. buying their bus passes to get to his/her day program or his/her place of employment, or
- c. the individual has significant earnings from day program employment and regardless of the

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mode of transportation, the Interdisciplinary Team agrees that this is appropriate.

In these situations it is clear that the individual has adequate resources to pay for his/her transportation, he/she is not being deprived of his/her personal needs, and that overall, as an independent person paying for transportation, that this is a part of his/her program/plan of care that allows the individual to be responsible for his/her transportation costs.

**References**

“State of Connecticut Department of Mental Retardation / Department of Social Services Operating Manual For Parent Organizations Providing Residential and Day Programs For Individuals With Mental Retardation”, Section 4.5 Guidelines For Handling Client Funds