



# IHSS

## IN-HOME SUPPORTIVE SERVICES TRAINING ACADEMY

A PROJECT OF SAN DIEGO STATE UNIVERSITY SCHOOL OF SOCIAL WORK

## Suggestions on How to Handle Money

**If your provider is authorized to shop and run errands, you will need to give him/her the money to pay for the items you need. It is important that you take steps to protect both of you when you give your provider money.**

1. If you need to have your provider get money out of your purse or wallet, always watch him/her. If the wallet or purse is in another room, ask him/ her to bring it to you so you can get the cash out.
2. When the provider returns, count the change, look at the receipt to make sure that only those items requested were purchased, and ask your provider to initial the log.
3. Keep receipts in a large envelope or folding file so you can easily answer any questions that come up.
4. Do not share any of your bank information with your provider.

Be very organized about the use of money to help avoid misunderstandings.

### KEEPING A LOG

You should write down the amount of money you gave to your provider, the amount spent, and the amount of change returned. You can use a notebook for this or copy the log provided on the back of this page. Below is a sample of how to complete the log.

Date	Money given to provider			Amount Spent (from receipts)	Change returned to consumer		
	Amount \$	Consumer Initials	Provider Initials		Amount \$	Consumer Initials	Provider Initials
10/15/12	\$20.00	FM	SS	\$16.85	\$3.15	FM	SS
10/22/12	\$5.00	FM	SS	\$4.25	\$0.75	FM	SS

