



Ohio Administrative Code

Rule 5123-100-04 Industrial and entertainment fund for residents of developmental centers.

Effective: November 19, 2018

(A) Purpose

This rule establishes procedures governing an industrial and entertainment fund established by a developmental center under the managing responsibility of the Ohio department of developmental disabilities ("department") for the entertainment and welfare of residents in accordance with section 5123.29 of the Revised Code.

(B) Definitions

For the purposes of this rule, the following definitions shall apply:

(1) "Entertainment" means amusement or enjoyment.

(2) "Gift" means an item purchased for a resident of a developmental center to celebrate a special day or occasion including, but not limited to, the resident's birthday, a holiday observed by the resident, or other occasion that is important to the resident.

(3) "Industrial and entertainment fund" means funds collected, maintained, and utilized by a developmental center in accordance with section 5123.29 of the Revised Code and this rule.

(C) Creation of industrial and entertainment fund

(1) A developmental center may create and maintain an industrial and entertainment fund for the benefit residents.

(2) Income for the industrial and entertainment fund shall be derived from, but is not limited to:

(a) Donations;



(b) Interest income; and

(c) Funds transferred to the developmental center in accordance with division (B)(3) of section 5123.28 of the Revised Code.

(3) All monies acquired by a developmental center for the entertainment and welfare of residents in accordance with section 5123.29 of the Revised Code shall be deposited into the industrial and entertainment fund.

(4) A developmental center shall maintain industrial and entertainment fund monies at a financial institution that is insured under federal or state law.

(5) A developmental center shall record all transactions regarding the industrial and entertainment fund in an electronic accounting system (e.g., "QuickBooks").

(D) Using industrial and entertainment fund monies

(1) Industrial and entertainment fund monies shall be used only for items or services which benefit residents. Acceptable expenditures include:

(a) Purchase or maintenance of entertainment or recreation supplies;

(b) Recreation services not provided by the developmental center;

(c) Celebration of events, holidays, and other occasions that are important to a resident including decorations and gifts;

(d) Books, magazines, newspapers, videos, and library supplies;

(e) Chapel expenses;

(f) Transportation and parking fees; and



(g) Travel-related expenses and admission fees for developmental center staff required to escort residents to events or activities.

(2) Industrial and entertainment fund monies may be used to ensure that a resident without monthly income receives goods and participates in activities with other residents. Industrial and entertainment funds may be used in lieu of, but may not supplement, an individual's personal needs allowance.

(3) A request for use of industrial and entertainment fund monies shall be made in writing using a "Request to Purchase" form, or when approved by the managing officer of the developmental center, via email, and include documentation supporting the nature and dollar amount of the expenditure.

(a) Expenditures of less than one thousand dollars require approval by the managing officer of the developmental center or his or her designee.

(b) Expenditures of one thousand dollars or more require approval by the managing officer of the developmental center or his or her designee and the deputy director of the division of residential services or his or her designee.

(4) Industrial and entertainment fund monies shall not be used for items or services:

(a) That may be detrimental to a resident's health or welfare; or

(b) Required by the the medicaid program and/or that constitute active treatment.

(E) Compliance with department policies and procedures

Creation and maintenance of industrial and entertainment funds and expenditures therefrom shall be compliant with all department policies and procedures including, but not limited to:

(1) Cash management;

(2) Segregation of duties;



- (3) Electronic accounting system usage requirements;
- (4) Reconciliation of internal funds; and
- (5) Records retention.