Easy Read – Money & Property

How will we look after your money & property?

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| **A picture containing drawing  Description automatically generated** | This document tells you how we will look after your **money and property.** |
| **Icon  Description automatically generated** | **You are the owner of your money and property**.  If **you say that it is okay**, we can help **you** to **buy things** with your money and **we will use your property to deliver your services.** |
| **Icon  Description automatically generated** | We can only use your money or property if **you have agreed** and **it is written in your Service Agreement.** |
| **A green silhouette of a person with a speech bubble  Description automatically generated** | You agree to our staff helping you use by completing the **Participant Money and Property Consent Form**. |
| **Icon  Description automatically generated** | **Property:**   * Our staff will **only use your property** if it is needed to help deliver your services. * You must tell us it is **okay to use** your property. * We will **add a list of property** that can be used into your Support Plan. |
| **Icon  Description automatically generated** | **Money:**   * **You tell us** how you want to spend your money. * Our **staff cannot touch your money** without permission. |
| **A picture containing drawing  Description automatically generated** | If you ask a support worker to **help you spend your money**, they must check they can **with the Able Disability Managing Director.** |
| **Icon  Description automatically generated** | Our **staff cannot use your PIN number** or **get money from an ATM** because this is your **VERY private information**. |
| **A green circle with a black check mark  Description automatically generated** | If a support worker helps you with your money, they **must follow our rules** to keep you and your **money safe**. |
| A picture containing clock, plate, drawing  Description automatically generated | **Our staff will keep all of the receipts** for things they have used your money to buy.  They will **keep a record** of all of your money that has been spent. |
| **A green bag with a dollar sign  Description automatically generated** | Staff will **count out your money** with you **before buying** something.  They will **count out your change** **after buying** something.  You will both **sign a record agreeing** your money was correctly spent. |
| **Icon  Description automatically generated** | Able Disability will tell you **how and when your money was spent.** |
| **Icon  Description automatically generated** | Our staff **cannot give you any advice or information about money matters**. |
| **Icon  Description automatically generated** | If we think someone is **misusing your money or property,** Able Disability will tell you. |
| **A green and black symbol  Description automatically generated** | If you think someone is **misusing your money or property,** tell the Able Disability Managing Director immediately. |
| **A green and black icon with a pencil and paper  Description automatically generated** | The Able Disability Managing Director will:   * **Investigate, record evidence** and **write a report** * **tell the police** or other authorities, if needed * **provide additional support** to you (if needed). |
| **A picture containing plate, food  Description automatically generated** | If you want help after the Service Agreement is written, we will:   * **talk with you about** the help you need * **write everything** in your notes |