


<b>CHAPTER</b> Service Delivery	<b>CHAPTER</b> 02	<b>SECTION</b> 004	<b>SUBJECT</b> 95
<b>SECTION</b> Clinical and Support Services		<b>DESCRIPTION</b> Activity Money for Skill Building Program Participant Excursions	
<b>WRITTEN BY</b> Lynn A. VanNorman, B.S. Supervisor	<b>REVISED BY</b> Andrea Casler, M.P.H. Stepping Stone Program Supervisor	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will support community inclusion and community excursions for participants in skill building to the extent possible within established guidelines.

**PROCEDURES:**

The following procedure has been developed for skill building program staff and/or skill building support staff to use when requesting money for participant excursions.

- A. All requests for cash should be submitted to the Fiscal Officer or their designee on designated mornings for all excursions requiring cash for the following week. These requests should be submitted via the petty cash voucher with all the information included.
- B. The cash for the excursion will be placed in multi colored envelopes by the skill building support staff. An index card in the front of each pouch displays the

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 95
SECTION Clinical and Support Services		DESCRIPTION Activity Money for Skill Building Program Participant Excursions	

name and date of the excursion, the amount, and also the last 3 digits of the receipt given from accounts payable support staff. All envelopes will be placed in an appointed secured location, accessible by the skill building support staff and program supervisor.

- C. Following the excursion, the skill building program support staff should be given the following documentation:
1. Original receipts listing the case numbers of the persons served
  2. Any cash to be returned when applicable.
- D. If the skill building program support staff is not available, the excursion money is returned to program supervisor and is locked in a secure location until support staff returns. If the program supervisor and support staff are not available, the excursion money is placed in an appointed secure location.

AC:mgr

-----  
This Policy supersedes  
#04/11022 dated 04/11/2011.  
-----