

**CENTRAL CARE POLICY
REFUND**

In the event of a consumer’s transfer/discharge/death from _____ Personal Care Home/Community Living Arrangement, the following procedure will be followed:

- 1. All personal spending allowances will be accounted for at the time of discharge/death by providing receipts for monies spent for the month and any balance due transferred to the Business Office/Cashier’s Office of Central State Hospital.
- 2. All prepaid services will be refunded to Central Care Community Homes/Central State Hospital as representative payee for the consumer. (Advance payment for room and board.)
- 3. Any Fees owed to the Personal Care Home/Community Living Arrangements for damages or expenses will be handled through Central Care Community Homes’ Director and Central State Hospital Business Office (Cashier’s Office).

Consumer Date

Provider Date