Person Supported Money and Personal Property Policy

MiLife Victoria
Your Goal Our Mission
Leaders in Disability Support

Policy Name	**Person Supported Money and Personal Property Policy**		**Policy No.**	P0521	
Effective Date	15/07/2026	**Date of last revision**	15/07/2026	**Version Number**	1
Policy Owner	Chief Executive Officer		**Responsible Person**	Director, Quality and Practice	
Applies to	MiLife-Victoria Inc employees, volunteers, labour hire, contractors and consultants				

Policy

1. Introduction

1.1 The relationship between a person supported and MiLife-Victoria Inc (MLV) is one built upon trust.

1.2 When receiving support from an external party, people supported are putting themselves in a vulnerable position. As well as having to trust that MLV will deliver adequate, appropriate and safe support, the person supported will also need to trust MLV to respect their money, property and privacy.

1.3 This is especially true for people supported receiving care in their homes and who require a high level of day-to-day personal care and assistance for activities of daily living.

1.4 Unfortunately, there have been instances of people living with disability having their money and possessions stolen by the very people who had been trusted to help them, with some people supported even being targeted by organised crime.

1.5 However, appropriately managing supported persons' finances and property means more than simply refraining from acts of caregiver theft. When invited into the supported persons' personal space and life, MLV must actively ensure they feel secure and can maintain autonomy regarding their assets.

2. Purpose

2.1. This policy's purpose is to outline the way that MLV protects each supported persons' money and property.

2.2. For this policy's purpose, employees, volunteers, labour hire, contractors and consultants are referred to as 'team members'.

3. Policy

3.1. Where MLV has access to a supported person's money or other personal property, MLV will ensure that their money and property are secure and can be used under their autonomy.

3.2. As such, MLV will develop, apply, review and communicate processes to ensure that money and property is managed, protected and accounted for.

3.3. Each person's money or other property must only be used with each supported person's consent and for the purposes they intend.

3.4. If required, each supported person must be assisted to access and spend their own money as they determine. Persons supported are not given financial advice or information other than that which would be required under the supported person's plan. MLV will ensure complete transparency and accountability when handling a supported person's money or property.

3.5. For relevant persons supported onsite at MLV's center-based day service, they will be allocated a locker where they bring valuables and medications to the center. Each person will be provided with a key to their own locker, which they can access themselves.

Procedures

1. Responsibilities

1.1 *Executive*

1.1.1 The Executive is responsible for ensuring:

- that all team members are aware of and adhere to this policy; and
- training is provided in supporting team members in dealing with each supported person's money and personal property.

1.2 *Team Members*

1.2.1 Team members are responsible for:

- acting with integrity and honesty when they have access to a participant's money or property; and
- understanding and applying this policy and procedure as part of their practice.

2. Process

2.1 Before any interaction or involvement with a supported person's money or property (for example, an iPad, phone, physical aid or specialist personal care device), written consent will be obtained from the person supported, guardian, nominee or other authorised representative (such as next of kin) before any transactions or movement of property takes place.

2.2 The consent form will detail for what purposes the money or property will be used for and it will be used only for that purpose.

2.3 These details will all be documented and signed by the participant and recorded on their personal file on MLV's Client Management System (CMS).

2.4 Where requested, MLV will support people to access and spend their own money to further their individuality, sense of autonomy and self-determination.

2.5 MLV will also observe any necessary directions that may be provided in support plans or through care givers relating to the spending of money or use of property by the person supported.

2.6 Under no circumstances will team members give financial advice or information to persons supported except where it is required under the supported person's support plan (e.g., support with budgeting).

2.7 Team members will be diligent in noting any restrictions or requirements over a supported person's money or property. All transactions that happen while using the supported person's money (with their prior consent) will be accompanied by a receipt of that transaction to be given to the person supported, their guardian, nominee or next of kin.

2.8 Any deviation from the consented usage of the supported person's assets is prohibited and may lead to disciplinary or legal actions in line with the organisation's Misconduct Policy.

3. NDIS Practice Standards

Outcome: Participant money and property is secure, and each participant uses their own money and property as they determine.		
4.2.1	Where the provider has access to a participant's money or other property, processes to ensure that it is managed, protected an accounted for are developed, applied, reviewed and communicated. Participant's money or other property is only used with the consent of the participant and for purposes intended by the participant.	Written consent must be provided by the person or their guardian before there is any movement of the person's money or property.
4.2.2	If required, each participant is supported to access and spend their own money as the participant determines.	Team Members will provide support to the person to access their money and use as they choose.
4.2.3	Participants are not given financial advice or information other than that which would reasonably be required under the participant's plan.	Team Members are instructed not to provide Financial Advice to any person supported by MLV.

4. Related Documents

- Charter of Rights and Responsibilities – People Supported
- Code of Conduct
- Misconduct Policy
- Consent Form

5. Authorisation

Drafted By	MiLife-Victoria Executive		
Approved By	Chief Executive Officer		
Approved Date	15/07/2024	**Review Date**	15/07/2026