

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Addiction Prevention and Recovery Administration**



**Guidance Bulletin for
Substance Abuse Facilities and Programs Certified by
the Addiction Prevention and Recovery Administration**

Bulletin

Number: 2010-002 (Revised)

Effective

Date: October 28, 2010

Subject:

DC CORE Access to Recovery Client Escrow Accounts

Purpose:

To establish guidelines for the maintenance of client escrow accounts that are to be set up by Environment Stability Programs to secure client funds during a client's stay at the program.

Statement:

DC Core Program Providers shall establish an escrow account at a federally insured financial institution for monthly income and/or savings to be deposited by each individual client or client representative. Beginning the effective date of this bulletin DC Core Program Providers and their clients must abide by the following requirements when establishing and maintaining a client escrow account.

1. The escrow account shall be non-interest bearing.
2. Providers shall designate a fiscal agent to maintain the client escrow account.
3. Providers shall maintain client escrow funds separate and apart from any other personal, business or operating accounts.
4. Providers shall not deposit personal or business funds into the client escrow account.
5. Clients shall be required to deposit no less than fifty percent (50%) of his/her monthly income into the established escrow account.
6. Providers shall present clients with a receipt of deposit for each transaction.
7. Providers shall deposit all client escrow funds received into the client escrow account no later than the next business day following receipt of the funds.

8. Providers shall provide the client with a statement detailing the amount of funds the client has deposited within the client escrow account monthly and/or at the request of the client.
9. Providers shall provide to the Department of Health, Addiction Prevention and Recovery Administration a social and financial status report for each client every thirty (30) days or on the first of each month. The report shall be sent to the DC CORE Access to Recovery Program Director. See the attached chart as an example.
10. Providers shall not withdraw any funds from the client escrow account for the use or benefit of a client during the client's tenure in the program.
11. Providers shall not withdraw any funds from the client escrow account for the use or benefit of the Provider.
12. Clients shall not have access to the funds within their escrow account during their tenure in the program.
13. The sum of the money deposited by a client within the client escrow account shall be withdrawn and dispersed by the Provider to the client within forty-eight (48) hours, not including holidays and weekends, upon the client's discharge from the program.
14. Funds from the client escrow account shall only be dispersed to a client when the client is discharged from the program.
15. Providers may, at the request of a client, assist a client in setting up a personal checking, savings or any other type of banking or money market account to hold funds dispersed to the client from the client escrow account. Such accounts shall not be established by, or in the name of, the Provider or any agents of the Provider.
16. Providers shall keep an account record of all funds within the client escrow account. The account record shall include:
 - Client identification;
 - Escrow account identification;
 - Date funds were received by the Provider;
 - Amount of funds received by the Provider;
 - Date funds were deposited into client escrow account;
 - Amount of funds deposited into client escrow account;
 - Date funds were withdrawn and dispersed to client; and,
 - Amount of funds withdrawn and dispersed to client.
17. Upon dispersal of funds within the client escrow account to a client, the

Provider shall provide to the client a receipt detailing the amount dispersed to the client and shall maintain a copy of this receipt with the client escrow account record.

18. Providers shall furnish to authorized agents from the Department of Health, Addiction Prevention and Recovery Administration, upon presentation of proper identification, account records or any other information related to client escrow accounts for inspection pursuant to D.C. Municipal Regulations Title 29, Chapter 23, § 2306.1.

This Guidance Bulletin will remain in effect until it is revised or superseded by a subsequent APRA Guidance Bulletin.

Approved by: *Tori Fernandez Whitney* *11/5/10*
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