

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

|                                             |                                   |                                           |
|---------------------------------------------|-----------------------------------|-------------------------------------------|
| <b>SUBMITTED BY:</b><br>Susan Yeager        | <b>DATE SUBMITTED:</b><br>6/13/24 | <b>SECTION:</b><br>Accounting             |
| <b>BOARD APPROVED ON:</b><br>6/19/24        | <b>DATE REVISED:</b>              | <b>SUBJECT:</b><br>Residential Collection |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> |                                   | <b>POLICY #:</b><br>IA-005                |
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**I. APPLICATION**

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to ensure a timely and appropriate collection of payments.

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Residential Division Director

1. Notifies AR clerk of placement with SSI funding issues.

AR Clerk

2. Establishes contact with payee/ guardian to discuss payment expectations. Discusses likelihood of backpay to set payment expectations.

AR Clerk

3. Sends monthly AR reports to Executive Director, Finance Director, and Residential Division Director, noting failed collection attempts.

Residential Division Director

4. Discusses appropriate action with Executive Director which may include discharge for non-payment.