

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:04

DATE: October 19, 1982

SUBJECT: Semi-Independent Living Program
Applicability: H, CO

I. Purpose

To set up a mechanism for special funding of a program known as Semi-Independent Living at the psychiatric hospitals.

II. Authority

Memorandum of May 5, 1978 from Edward G. Hofgesang, Director of Budget and Accounting, to Anthony P. Sant'Angelo, Comptroller, Department of Human Services.

III. General

Permission has been granted for a psychiatric hospital to establish a "Special Fund - Semi-Independent Living" for the purpose of procurement of groceries and other miscellaneous items that may be required for the program.

IV. Responsibilities

The Chief Executive Officer, along with the Business Manager, will be responsible for implementing this program.

V. Procedures

- A. Prepare an invoice (AR 50/54) in the amount of \$2,000 or less to establish a "Special Fund - Semi-Independent Living" in accordance with memorandum of May 5, 1978 from Edward G. Hofgesang, Director of Budget and Accounting, to Anthony P. Sant'Angelo, Comptroller, Department of Human Services, subject "Special Fund." Cash on hand should be minimized and controls should be maintained by the institutional cashier to ensure adequate security.
- B. Following approval, make purchases through existing purchasing procedures wherever possible. Sound fiscal judgment shall be exercised at all times in utilization of these funds.
- C. When vouchers are presented to replenish this fund, the appropriation accounts to be charged shall be as follows:

1. Trenton Psychiatric Hospital - 7720-100-100000-36
 2. Marlboro Psychiatric Hospital - 7730-100-100000-38
 3. Ancora Psychiatric Hospital - 7740-100-100000-36
- D. The body of the voucher must contain the following statement:
- "Reimbursement is requested for expenses incurred from _____ to _____. Proper documentation is maintained in the hospital files."
- E. Each special fund will be closed out at the end of the fiscal year and re-established at the beginning of the new fiscal year.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

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