

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

SUBMITTED BY: Susan Yeager	DATE SUBMITTED: 06/13/24	SECTION: Accounting
BOARD APPROVED ON: 06/19/24	DATE REVISED: 09/02/2026	SUBJECT: Residential Collection
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 09/02/2026		POLICY #: 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. Upon move in notifies AP/AR clerk and finance director of placement with SSI funding issues.

Finance Director and AP/AR

2. Monitor monthly payments and discuss back pay/payment options.

AP/AR Clerk

3. Establishes contact with payee/guardian to discuss payment expectations.
4. Sends monthly AP/AR reports to Executive Director, Finance Director, and Residential Division Director, noting failed collection attempts.

Finance Director

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