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, 11/11/26		**POLICY #:** **IA-005**	**PAGE #:** 1 of 1

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.