

PDD Family Managed Services Administrators

Financial Record-Keeping

What records do I need to keep?

You should keep records for seven years that show proof you:

- submitted your claim (statement of expenses form or Online Claims Reimbursement site invoice);
- received an item or service you needed (a good) as part of your Persons with Developmental Disabilities (PDD)-FMS agreement; or
- paid for a good or a service.

Often, a point-of-sale receipt (the standard one you get when you buy something) can serve as both proof of goods or services received and paid for.

What are goods and services?

Goods are objects or things that FMS administrators may purchase, such as paper, which may be included in the FMS agreement as part of administrative funding.

Services involve paying people to work directly with an individual to provide supports and services as documented in the FMS agreement.

What is proof that goods and services were received?

Examples:

- itemized point-of-sale receipts
- employee time sheets
- invoices detailing services provided

Often, a point-of-sale receipt can serve as both proof of goods or services received and paid for.

What is proof that goods and services were paid for?

Examples:

- point-of-sale receipt
- electronic funds transfer confirmations
- credit or debit card payment screenshots
- images of cancelled cheques
- invoices with a paid stamp signed by the person who received the payment
- signed receipt of payment for services
- payroll records
- bank statements
- signed receipt of payment for services

When should I provide these records?

When you are randomly selected for post-verification review, the ministry will send you a letter requesting supporting documents for specific claims by a specific date.

You may be contacted if staff need any other documents or have questions.

Why am I being asked to keep these records?

Under the Government of Alberta's *Financial Administration Act* (the Act), PDD-FMS administrators are required to have proof they received goods and services and proof that they paid for those goods and services in order to support the reimbursement of submitted claims. You need to keep your receipts for seven years.

What happens if I don't have them?

If you do not have the documentation, staff at your local PDD office will help you understand and plan to save your records in the future based on your PDD agreement.

One of the main goals of gathering this information is to help you understand and meet expectations under the Act.

How do I show proof of payment for cash payments?

Cash payments are the most difficult to demonstrate as eligible and accountable payments. That's why cash payments are not recommended for amounts more than \$100 per month.

When cash payments are used to purchase goods, you will need a point-of-sale receipt.

When cash payments are used to pay for services, you will need a receipt from the person or organization providing the service that includes their name, signature and contact information as well as the date and amount paid.

How can I protect the personal information on my records if I am asked to provide them?

You can black out (i.e. mark over with a black marker/pen) or remove any non-required personal information from your documents in order to protect your privacy and security.

I participate in other reimbursement programs through the Government of Alberta. Do these record-keeping requirements apply to all programs?

Although different programs may have slightly different requirements, the same general record-keeping and accountability concepts apply to other programs.

One of the main goals of gathering this information is to help you understand and meet expectations under Alberta's *Financial Administration Act*.