

Procedure: Participant's Use of SDC Debit Card to Purchase Non-Traditional Services and Items

Definitions:

SDC: Self-Directed Care

PCP: Person-Centered Plan

NTBHA: North Texas Behavioral Health Authority

DARS:

Purpose: To establish guidelines for the use of SDC Debit Cards by SDC participants

- 1. Debit card purchases may only be made for items and services named in the participant's budget that correspond (correlate isn't quite right) to a specific PCP goal(s).**
 - 2. All debit card purchases are subject to the stipulations of the participant's budget.**
 - 3. Any egregious or misappropriation of debit card use may cause a participant to be ineligible to continue in the SDC program. Each misuse will be reviewed by the SDC Advisor, Program Director, and NTBHA Clinic Director. Misuse of purchases, such as purchasing alcohol, tobacco products, and other unauthorized purchases will not be tolerated.**
 - 4. After debit card purchases have been made, receipts that match the purchase will need to be turned into the SDC Advisor as soon as possible.**
 - 5. All participants, along with the advice of the SDC Advisor, should exhaust all other community resources prior to making purchases with debit cards. These resources, such as food Stamps, food pantries, thrift clothing stores, and the services of DARS, are provided without charge or have discounted rates.**
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6. Any questionable debit card purchase, such as purchasing televisions, DVD players, or stereo equipment will need and is subject to be approved by either the NTBHA Clinic Director or the Executive Director.

7. Any loss or theft of debit card needs to be reported immediately to participant's SDC Advisor or to the Program Director.

**Walter T. Norris
SDC Program Director
North Texas Behavioral Health Authority**

I have read understood to the best of my ability the policies and procedures for the use of my Debit Card.

DATE
