

# PNA, Resident's Income, and Resources

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Responsible Department

Name of SLP

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## POLICY

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Residents have the right to control their own income and resources, meaning they can manage their money, decide how it's spent, and access their personal property. This right supports independence, dignity, and protection from financial abuse. Unless a legal decision (like guardianship) has been made, no one else can take control of a resident's finances without their consent. Even if someone else is managing their funds, it must be done in the resident's best interest with full transparency.

What is a personal needs allowance (PNA)? A PNA is a personal needs allowance. The PNA is an allowance deducted from income that residents can keep and spend as they wish. This money should always be available to the resident. The PNA was increased to \$120 effective on 01/01/2025.. The previous amount was \$90. This policy manual reference offers additional details – [IDHS: PM 15-06-02-b Personal Needs Allowance and Supportive Living Program Room and Board](#) HFS resident fact sheet – [Resident Fact Sheet | HFS](#)

Choosing a Representative Payee (Rep Payee), if you receive Social Security or SSI and need help managing it, the Social Security Administration (SSA) may assign a Representative Payee. You have rights: you can choose someone you trust – like a family member or friend. The SSA must approve the person and can review how they use your money. You can ask the SSA to change your rep payee at any time. Annually residents will be educated on their right to control their own money and, if assigned to a rep payee, choose a rep payee of their choice and use the PNA as they wish. SLP staff cannot force incoming residents to assign the SLP provider as a rep payee.

## PROCEDURE

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- a) Upon admission, while reviewing/ signing the (insert name of SLP) lease agreement with the new resident, the Director or ADON will educate and answer any questions regarding the PNA, Residents income and resources.
- b) An informational handout regarding the PNA and resident's income and resources will be given to all residents annually.
- c) Annually, residents will sign an acknowledgement that they have been educated on the PNA and resident's income and resources.
- d) All (insert name of SLP) staff will be educated on the PNA and resident's income and resources annually and sign an acknowledgment.
- e) The Director will educate residents annually at a resident council meeting on the PNA and resident's income and resources.
- f) A handout/ brochure regarding the PNA and resident's income and resources will be available to the residents at any time.
- g) In multiple areas of the building, the handout/ brochure will be hung up for all residents to access.

## History

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All changes must be listed chronologically in the format below, including all edits and reviews. Note when policy name or number changes, or if a revision date is exclusively for the policy section or the procedure section.

Issued:

Revised/ Edited:

Reviewed:

