



CHATTANOOGA AUTISM CENTER

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Discretionary Fund Policy

The Chattanooga Autism Center Clinic will keep a \$200 discretionary fund that clinicians will be able to use as they see fit for their clients. The purpose of this fund is to address immediate needs of clients who may not be able to afford them (ex. school supplies, weighted blanket, food, etc.). This fund is strictly for clients and should not be used for personal gain.

Only clinicians of the CAC will be permitted to pull money from this fund. It is the responsibility of the Board of Directors to keep this fund full. All money for this fund will be kept and overseen by the Clinical Director of the CAC. The following are guidelines that must be followed in order to use this fund:

- No cash should be given out ever to clients and their families.
- Clinicians may personally go and buy an item and be reimbursed if proper documentation is provided.
- Gift cards may be given to clients and their families.
- Any transaction over \$50 must be approved by the Executive Director before finalized.
- The Clinical Director must alert the board when the fund falls below \$100.
- This is a discretionary fund and should not be advertised to all clients.
- Confidentiality of the client and their need should stay between the clinician, Clinical Director, and Executive Director if needed.