

FIDUCIARY MANAGEMENT BRANCH Budget Approvals and Set Up	DAIL-DOS-FID-1
Effective Date: March 29, 2010 Revision Date: May 5, 2023	Page 1 of 1

Policy Statement: Submitted budgets and revisions are reviewed for accuracy and fiscal responsibility of the individuals under guardianship assets, and liabilities. Once approved set up of ongoing payments are completed in the Guardianship Fiduciary Information System.

Legal Authority: [KRS 210.290 Cabinet may act as fiduciary - Duties - Powers](#)
[KRS 387.680 - 700 Guardianship and Conservatorship for disabled persons](#)
[910 KAR 2:030 Accounting provisions for adult guardianship](#)

Procedure:

Fiduciary Management Branch Designee:

- (1) Notifies the Field Services Worker upon receipt of individuals under guardianship funds or assets.
- (2) Notifies Field Services Worker of any known expenditures or automatic payments set up within 30 days of receipt of funds.
- (3) Receives completed budget requests from Field Workers.
- (4) Reviews and audits individual under guardianship's financial status as well as, income relative to expense, before setting up payments/income accounts and approving budget.
- (5) If issues and budgets are not acceptable, Fiduciary and Benefits staff contacts the Fieldworker to adjust and or recommends other options.
- (6) From the review, any issues with over resource, location changes and benefits are brought to the attention of applicable Fiduciary and Benefits Management Branch staff.
- (7) Establishes, deletes and or edits expense accounts according to budgets within 3 business days.
- (8) Document findings, adjustments, and approvals in KYGFIS events; and scans and attaches a copy of the budget form to the event.
- (9) Requests revised budgets as needed or when notified by a Field Worker with need requests.