## **CLIENT ACCOUNT RECORD**

CCFFHs do not have to use samples/examples provided by CTA. However, any CCFFH may use this sample policy/form to comply with current regulations. CCFFHs are not required by CTA to utilize this specific form and may develop their own. CCFFHs may develop their own policies, make their own forms or alter any CTA sample in order to meet their individual business needs.

CTA samples are not written to comply with any legal requirements as they pertain to liability or any other required Federal or State laws or regulations. They are written only to comply with current Hawaii Administrative Rules (HAR) under HAR §11-800 as of October 01, 2021.

CTA provided samples are not inclusive to any other legal needs a CCFFH may have in their operations. It is suggested CCFFHs seek legal consultation for any specific need, particular to their circumstance, to ensure any item is legal and binding and does not violate any federal or state laws.

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## **CLIENT ACCOUNT RECORD**

Client Name:	_
☐ CCFFH Does Not Maintain Client's Funds	

Date	Monies Received/Deposited		Expenses Item Purchased			
	Source	Amount	Item Purchased	Amount	Balance	Signature
	will maintain receipts of purchases					

CCFFH will maintain receipts of purchases for a minimum of 2 years as required by SSA, when applicable