



STANDARD OPERATING PROCEDURES

Subject	Program Area	Revised	Number
Day Services Activity Fee Funds	Finance	February 2026	8.17

PURPOSE:

To outline the proper use of the day services activity fee funds and offer diverse sets of activities, community integration, and other socialization opportunities during day program hours.

To develop and maintain a fee-based budget for activities for Day Program Directors.

To outline the procedures and process for an individual/guardian to apply for a hardship or payment plan.

PROCEDURES:

1. All Our House, Inc. Day services participants are required to submit a quarterly sum to be determined by the current cost of activities/supplies that are offered during day program hours.
2. Anyone participating in martial arts classes, or other specialty classes during a quarter will be charged an additional expense.
3. Quarterly activity fees can be paid in advance, each quarter, or annually. The family or Representative Payee will receive an invoice at the start of each quarter:

January – March 1st Quarter

April – June 2nd Quarter

July - September 3rd Quarter

October - December 4th Quarter

4. All invoices must be paid by the 10th of the month of the quarter.
 - a. The Director of Day Services is responsible for providing the finance department with an updated list of enrollments 15 days prior to the first month of each quarter.
 - b. The finance department is responsible for invoicing all participants and residents by the first business day of the quarter.
5. For participants who entrust their funds to OHI as Representative Payee fees will be paid upon receipt of the invoice. The deduction will be reflected in the individual's bank statement.
6. Activity fees collected each quarter will be allotted to the Day Program Director where the participant attends. The activity fee budget will then be utilized to plan activities during day program hours for the three months of that quarter.
7. Activities, community integrations, and other socialization opportunities that utilize activity fee funds are the following:
 - **Bowling**
 - **Movies**
 - **Enrichment classes such as art, yoga, exercise, martial arts**
 - **Food for cooking class/cooking skills training**



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- **Materials for arts and crafts**
 - **Food/Decorations for parties, celebrations, and dances**
 - **Field Trips & Special Events**
8. For participants who refuse or do not pay the activity fee, a schedule of lower-cost alternative activities will be offered.
 9. Participants who are unable to afford activity fees may apply for a hardship grant or payment plan.
 - a. Households with an annual income of \$60,000 or less are eligible to apply. Applicants must submit proof of income with their application. (application needs to be created?).
 - b. The threshold is calculated by the Federal Poverty Guidelines (Annual Income) and can be located at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.
 10. Activity fee funds are restricted to participant-based activities and not utilized for operations purchases. Additional funds will be provided to the site for any purchases outside of entertainment and activities.
 11. Larger activities and/or more expensive activities will be assessed and determined each quarter based on available funds.
 12. Activities that are cross program activities must share the cost of that activity by splitting the cost equally amongst each program involved.