

Representative Payee Policy for Residential Independent Home Supports



Date effective: 1/1/16
Revisions: 12/2/16, 12/18/17, 3/17/19
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HRC Review: 12/7/22

Applies to: Independent Home Supports programs

Policy number: 6.3.2.02
Regulatory reference: § 416.601

S:\Agency Policy\6 - Program Related Policies and Procedures\6.3 - Residential\6.3.2 - Independent Home Supports\6.3.2.02 Representative Payee Policy for People in Independent Home Supports Program

Representative Payee accounts for people in the Independent Home Supports program will be managed in accordance with the Social Security Administration regulatory requirements.

Only the Program Coordinator, Assistant Program Coordinator, and Director of Residential Services will be authorized as signatories on the Representative Payee accounts.

All statements, check registers and checks will be kept at the main office and double locked. All financial books and records will be kept at the main office and secured in a locked cabinet.

All beneficiary checks will be electronically deposited into a collectable account managed through the business office.

All personal needs checks will be issued in the beneficiary's name and deposited to the Representative Payee account within 30 days and the stubs will be filed in the financial record.

All funds provided to the beneficiary for personal spending will be allocated via check made out to the beneficiary and no cash will be exchanged.

Representative Payee accounts for people in the Independent Home Supports program are managed through checking accounts. All transactions will be recorded in the check register and receipts kept for all purchases. The IHS Program Coordinator receives monthly statements and balances the checkbooks each month to ensure they match statements. The records will be audited on a quarterly basis.