

## Iowa Association of Community Providers Advisory Meeting – June 18, 2014

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### Organizational Representative Payee

The SSA categorizes two types of payees: individual and organizational. Ultimately, organizational representative payees may be scrutinized to a greater degree than individuals (family/friends) serving in this role. The rules/expectations below are not new and can be found at [www.ssa.gov](http://www.ssa.gov).

Becoming a payee does not give you the authority to manage the beneficiary's non-social security income.

#### **Tracking:**

Receipts and Proof of Expenses:

**Get them. All of them.**

What if that isn't possible? Develop a practice and system for accounting for those funds:

“Statement in Absence of Bill or Receipt” or “Intention Statement”;

Include Date, Amount, Check Number. Obtain signature of the person served and a witness.

Copies of bills, leases, burial trust contracts, proof of insurance/bill.

#### **Blending of payee money with other money:**

- You must keep separate records for payee money in order to give accurate accounting, even if the account has money from SS and another source.
- All deposits should have the source listed (whether SS or another source).
- Collective accounts (one account used to manage the benefits of multiple beneficiaries) can *only* be done with prior consent from SSA.

#### **Reporting and Audits:**

Payees are required to report how funds were spent, at least annually. In addition, there are other items that must be reported to the SSA including (but not limited to) if the beneficiary: dies, moves, marries or divorces, changes their name, starts or stops working, condition improves, is confined to a correctional institution, has an unsatisfied warrant, is the victim of theft by an organization employee.

You must know the type of benefits you are managing on behalf of the person. SSI Beneficiaries have additional reporting requirements.

### **Charging for services:**

An organization is not allowed to collect a fee for payee services *unless* they have been approved through filing an application (SSA-445). This application is done in person at the local SSA office. (Individual payees cannot be approved to collect a fee for payee services.)

### **Tips from Provider Audits**

- Have the person you serve sign receipts (especially for large purchases!). Setting a specific dollar amount or implementing a ‘sign all receipts’ policy may be useful in meeting this.
- Double signatures on accounts can increase security of the individual accounts.

### **Possible forms/Useful processes to consider:**

- Permission to act as Representative - Used to communicate to utility and other companies that your agency has been authorized to handle finances on behalf of the person.
- Representative Payee Handbook – Spelling out for the person served how their finances will be handled and what they can expect from your agency.
- Representative Payee Service Agreement (Contract) – Officially define conditions and expectations of payeeship. Signed by agency, person served, and guardian if applicable.
- Budget Sheet.
- Agency Policy/Procedure.

### **Resources:**

- **TA Team!** (techassistance@iowaproviders.org) We’d be happy to talk to you about your process and possible additions to your agency process to improve technical compliance.
- <http://www.ssa.gov/payee/> - This website has archived webinars as well as links to other pertinent information.
- <http://www.ssa.gov/payee/newpubs.htm> - This webpage has links to the organizational payee guide (which is surprisingly understandable and easy to use)!
- **Local SSA office**