

1005-D REPRESENTATIVE PAYEE

REVISION DATE: 11/16/2022, 9/1/2014

REVIEW DATES: 12/3/2025, 10/24/2023

EFFECTIVE DATE: July 31, 1993

REFERENCES: 20 C.F.R. 404.2001-404.2065; 20 C.F.R. 416.601-416.665;
A.R.S. § 36-557(O); Division Operations Policy 4004-A

PURPOSE

This policy outlines the responsibilities for the Division when a Member needs or has a Representative Payee.

DEFINITIONS

1. "Fee for Service Representative Payee" means an organization that is approved by the Social Security Administration (SSA) to perform the role of Representative Payee and to collect a monthly fee from a member's benefit payment to perform the service.
2. "Member" means an individual enrolled with the Division.
3. "Representative Payee" means an individual or organization appointed by the Social Security Administration (SSA), Railroad Retirement, Veteran's Benefits, and Civil Service to receive and manage benefits.

4. "Social Security Benefits - Social Security (SSA, Title II)" means a social insurance program that protects workers and their families (dependents or survivors) from loss of earnings because of retirement, death, or disability of the wage earner.
5. "Supplemental Security Income (SSI), Title XVI" means a federal income maintenance program for the aged, blind, and disabled persons with few or no resources.

POLICY

A. DIVISION REQUIREMENTS

1. The Division shall serve as Representative Payee for adult Members that meet all of the following criteria:
 - a. The Member receives SSA, SSI, Railroad Retirement, Veteran's Benefits, Civil Service, or other benefits.
 - b. The Member or guardian requests the Division to serve as Representative Payee.
 - c. The Member does not have natural supports who are willing or able to manage his or her funds.
 - d. The Member cannot afford a Fee for Service Representative Payee.

- e. The Support Coordinator and Planning Team requests the Division to serve as Representative Payee.
 - f. The Member does not have an outside bank, credit union or other account established on their behalf.
2. The Division shall serve as Representative Payee if the Member is a child and meets all the following criteria:
 - a. The Member is eligible for SSA and/or SSI;
 - b. The Member is under the care and custody of the Department of Child Safety; or
 - c. The Member is under the care and custody of the tribal social service agency; and
 - d. The Member's placement is provided and paid by the Division.
3. The Division shall request approval from the organization providing the Member's benefits to serve as Representative Payee if the Member meets the criteria in A.1. or A.2. above.

4. The Division shall manage a Member's employment earnings upon the Member's request and if the Division is providing the member Representative Payee services.

B. DIVISION REPRESENTATIVE PAYEE RESPONSIBILITIES

1. The Division, as Representative Payee, shall use the funds they manage for the exclusive use and benefit and in the member's best interest.
2. When managing the Member's funds, the Division shall:
 - a. Establish an individual account for the Member;
 - b. Distribute the Member's funds in accordance with the requirements of the entity providing the benefits to the Member;
 - c. Keep an accounting of the funds received and distributed;
and
 - d. Safeguard and secure the Member's funds.
3. The Division, as Representative Payee, shall report annually to the organization providing benefits to the Member the following information:
 - a. How the Member's benefits were used;

- b. The amount of the Member's benefits saved;
 - c. Any changes in the Member's living arrangements; and
 - d. Other information as required or requested by the organization providing benefits to the Member.
4. The Division shall, if necessary documents are made available by the Member, report a Member's employment earnings as required by SSA, if the Division:
- a. Is Representative Payee for a Member receiving SSA/SSI benefits; and
 - b. Is managing the Member's employment earnings.

C. SUPPORT COORDINATION RESPONSIBILITIES

- 1. The assigned Support Coordinator shall complete and submit a DDD-1822A Request for DES/DDD to Become Representative Payee-Adult form to Member Funds if a Member meets the requirements in A.1. above and requests Representative Payee services from the Division.
- 2. The Support Coordinator shall complete and submit a DDD-1831A Request for Division of Developmental Disabilities to

become Representative Payee-Child form to Member Funds if the Member is a child and meets the criteria in A.2. above.

3. If the Member requires a Representative Payee, but does not meet the criteria in A. to receive Representative Payee services from the Division, the Support Coordinator shall:
 - a. Refer to the Member to the SSA website or local SSA office; and
 - b. Coordinate with the Member and Planning Team in finding natural or community supports for Representative Payee services.
4. The Support Coordinator shall document if a Member has a Representative Payee, whether through the Division, community, or a natural support, in the Person-Centered Service Plan.
5. The Support Coordinator shall, if agreed to by the Member, include the Member's the Representative Payee in Planning Team meetings.
6. The Support Coordinator shall complete the DDD-0221A Spending Plan form within the Member's monthly budget as part

of the Person-Centered Service Plan for Members for whom the Division is Representative Payee.

7. The Support Coordinator shall only authorize up to \$499.00 for Member funds disbursement requests.
8. The Support Coordinator's Supervisor or Designee shall approve or deny Member funds disbursement requests over \$500.00.

Kg

03/12/2025