

#### **4004-B MEMBER FUNDS SYSTEM**

REVISION DATE: 09/30/2020, 8/30/2013

EFFECTIVE DATE: January 15, 1996

REFERENCES: DDD Operations Policy, 1005-D Representative Payee

When the Division of Developmental Disabilities (the Division) is approved by the Social Security Administration (SSA) to become the Representative Payee for a member (reference *DDD Operations Policy 1005-D Representative Payee*), Member Funds will establish a collective saving and checking account.

The collective saving and checking accounts and are comprised of:

- A. Social Security Benefits (RSDI or SSA)
- B. Social Security Income (SSI)
- C. Wages earned by the member
- D. Railroad Retirement (RR)
- E. Veterans Benefits (VA)
- F. Revenue from personal trust funds and estates
- G. Monetary gifts
- H. Earned interest
- I. Other Sources.
- J. Stipends
- K. Civil Service

The Division will serve as the Representative Payee of last resort, when a member has no one else willing, or able, to manage his or her funds and cannot afford a Fee for Service Representative Payee.

The Division will not serve as Representative Payee when any outside bank, credit union, and other accounts have been established or opened on member's behalf. Separate accounts make it impossible to assure that the member's financial eligibility level for benefits or Arizona Long Term Care System Service (ALTCS) is not exceeded, including Achieving a Better Life Experience (ABLE) Accounts.

A member who can establish an ABLE account or other account has identified a "party" willing to manage his or her funds and can afford a Fee for Service Payee. Upon request to transfer monies from a Member Fund account into an ABLE account, the member's Support Coordinator, the member, and Social Security will be given a three – month notice of intent for the Division to discontinue as the Representative Payee. Failure to identify a new Representative Payee by the end of the 90-day notice period may result in Social Security suspending the member's benefits.

Division employees are prohibited from offering assistance or help an individual complete income tax forms unless they are the legal guardians for the members.

- A. For the Division to become a Representative Payee for a member, the Support Coordinator must submit one of the following forms via email to the DDD DS Client Fund (DDDDClientFund@azdes.gov): The DS stands for District South, DS is the only district that has a client funds unit we are statewide unit
1. For children, complete this form: *Request for DES/DDD to Become Representative Payee-Child (DDD-1831A)*.
  2. For adults, complete this form *Request for DDD to Become the Representative Payee (DDD-1822A)*.