

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Section # F		Subject # 259
Subject Title Representative Payee	Adopted 2/28/05	Last Revised 7/25/16	Reviewed: <small>2/28/05; 2/27/06; 4/23/07; 2/23/09; 3/22/10; 4/25/11; 5/29/12; 5/28/13; 8/25/14; 8/31/15 7/25/16;8/28/17</small>

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

It is the intent of this policy to provide Representative Payee services, when necessary, to consumers in Ionia County.

2.0 Policy

- 2.1 Whenever possible, a Representative Payee should be chosen from among the consumer’s family, friends, or other members of their support network.
- 2.2 The Right Door for Hope, Recovery and Wellness will serve as Representative Payee only for consumers where a suitable Representative Payee cannot be found.
- 2.3 Staff appointed to manage Representative Payee account must follow all guidelines laid out by the Social Security Administration or other agencies pertaining to use of funds, record keeping, and reporting.
- 2.4 The Right Door for Hope, Recovery and Wellness will not charge for this service.

References

CARF Standards Manual: Financial Planning and Management

Melissa McKinstry, Board Chairperson	Date		