

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Section # F		Subject # 259
Subject Title <b>Representative Payee</b>	Adopted 2/28/05	Last Revised 02/28/05 7/25/16	Reviewed: 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

**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		