

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		259.1
Subject Title	Adopted	Last Revised	Reviewed
Representative Payee	03/15/05	5/11/20	6/6/06; 6/30/10; 2/23/11; 2/24/14; 4/10/17; 10/4/19; 5/11/20; 10/29/21; 10/18/22; 10/13/23; 10/11/24; 12/29/25

### PROCEDURE

#### Application

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

#### 1. Intent

1.1. A representative payee receives and manages funds for a person who cannot manage their own funds. The payee's main responsibility is to use the funds to pay for the immediate and foreseeable needs of the person served and to save any remaining funds for the person served.

1.1.1. The Right Door for Hope, Recovery and Wellness shall designate a staff member to manage payee accounts for persons served.

1.1.2. The person served shall have reasonable access to the funds, subject to their budget/spending plan as long as their basic needs have been met. Funds in representative payee accounts shall remain the property of the person served at all times.

#### 2. Budget/Spending Plan

2.1. The support coordinator assigned to the individual shall be required to meet regularly with the person served to establish a budget/spending plan and review it with the person served.

2.2. If a guardian with financial authority has been appointed for the person served, they shall approve any budget/spending plan before it is implemented.

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2.3. A current copy of the spending plan shall be on file in The Right Door for Hope, Recovery and Wellness Fiscal Department for verification to pay any bills.

### 3. Duties

3.1. Required duties include, but are not limited to, the following:

3.2. Determine the needs of the person served, use the funds of the person served to meet those needs, and save any remaining balance for the person served.

3.3. All funds are kept in a segregated general ledger account with earned interest, if applicable, appropriated to the account of the person served.

3.4. All accounts are reconciled monthly, records kept of all funds received and spent, and made available for the review of the person served.

3.5. Complete and submit reports to applicable agencies (e.g., Social Security Administration) and report any changes affecting social security benefits to the Social Security Administration.

3.6. Return any ineligible benefits to the appropriate agency.

3.7. Upon termination of the Representative Payee relationship for an individual, a refund check shall be issues to the individual or the individual's guardian/beneficiary to close the account.

Kerry Possehn, Chief Executive Officer	Date		

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