

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal Resources	F		259
Subject Title Representative Payee	Adopted 2/28/05	Last Revised 9/23/19	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; 8/28/17; 8/27/18; 9/23/19; 9/28/20; 9/27/21; 9/26/22; 9/25/23; 9/23/24; 9/22/25

POLICY

Application

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

1. Intent

- 1.1. It is the intent of this policy to provide Representative Payee services, when necessary, to persons served by The Right Door for Hope, Recovery and Wellness.

2. Policy

- 2.1. Whenever possible, a Representative Payee should be chosen from among the family, friends, or other members of the support network of the person served.
- 2.2. The Right Door for Hope, Recovery and Wellness will serve as Representative Payee only for persons served 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

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Nancy Patera, Board Chairperson	Date		