



# Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	436
<b>Policy Title</b>	Adult Services/Case Management Representative Payee Services Reporting Responsibilities To Social Security Administration
<b>References</b>	Monterey County Board Of Supervisors
<b>Form</b>	None
<b>Effective</b>	October 1, 1991

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## Policy

As a Representative Payee you are responsible for being aware of and promptly reporting to the Social Security Administration any events that may affect your client's eligibility for Social Security and/or Supplemental Security Income benefits.

## Procedure

The Representative Payee will provide a written report, using Form RPS-54, to the Adult Services Program Patient Services Representative to review for accuracy and completeness. The Adult Services Program Patient Services Representative will deliver the report to the Principal Clerk, Office of the Public Guardian who will have the responsibility for notification to the Social Security Administration. The following changes will be reported in writing immediately or within seven days of occurrence:

1. Absence from the residence without notice.
2. Change of mailing address or residence. This includes a move within the same city, to another city or to another state.
3. A move to live in another person's household or a move from another person's home to live in the client's own household.
4. Travel outside of California and the United States for 30 days or more.
5. Separation from a husband or wife for six months or more.
6. Any increase or decrease in income. This includes income from work (wages or self-employment), pension, annuities, Workman's Compensation, unemployment, Social Security benefits, VA benefits, civil service, railroad, proceeds from insurance policies, alimony, inheritances, gifts, prizes, awards, rents, royalties, dividends, or interest. This also includes any support or assistance received in material goods instead of cash, for example; free rent, groceries, or meals provided by another person.
7. Termination of marriage by annulment, divorce or by death.

- 34 8. Purchase or sale of the following: a home, land, automobile or household goods.  
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36 9. Any improvements in a medical condition if payments received are due to disability or blindness; for  
37 example, if a doctor determines that the client is able to return to work.  
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39 10. If the client is under the age of 22, any changes in school attendance.  
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41 11. If payments are being made on behalf of a person who is a drug addict or an alcoholic, and the person  
42 stops the required treatment for his condition.  
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44 12. If the person dies.  
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46 13. If there is no stove or refrigerator in the home and the client must eat all meals away from home.  
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