

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD
POLICY AND PROCEDURE

DATE: December 13, 2023

Representative Payeeship.P4

RESCINDS: August 31, 2016

CATEGORY: Recipient Rights

SUBJECT: Representative Payeeship

POLICY: It is the policy of Copper Country Mental Health Services (CCMHS) Board that all funds which are handled by Agency staff because of a Representative Payeeship are kept separate and apart from all funds and monies of the Agency. CCMHS is the representative payee only as a last resort and can only represent persons served.

PURPOSE: The purpose of this policy is to assure that funds the Agency handles on behalf of a person served are protected from fraud, mismanagement, or any other fiduciary misuse.

PROCEDURE:

- I. All representative payee funds are accounted for in the name of “Copper Country Mental Health for: *the individual persons served name*”. All monies shall be deposited into a checking and/or savings account at a federally insured financial institution (bank).
- II. Direct deposit is required.
- III. All checks must be deposited; cash may not be received.
- IV. All interest and dividends earned on person served funds remain the property of the person served and are credited directly to that individual’s account.
- V. Persons served and/or guardians will receive an annual accounting of the person’s served funds.
- VI. The Agency will take direction from Social Security Administration when the representative payeeship is terminated.
- VII. Upon the death of a person served, all remaining conserved funds belong to his/her estate. CCMHS will give conserved funds to the legal representative of the estate. If there is any question concerning the disposition of the conserved funds, the Probate Court will be contacted.
- VIII. Accountability:
 - A. The person served and/or guardian has access to the records of their funds at all times.
 - B. Agency Staff shall not accept, take or borrow money from a person served, even with the consent of the person served.
 - C. The monthly bank statements will be mailed directly to the Accounting department and will be balanced to the register monthly. All discrepancies will be reported to the Finance Director.

CROSS REFERENCE:

Social Security Administration Guide for Representative Payees

CCMHS Administrative Guideline – Rep Payee with SSN Information