

Representative Payee

The Adult Services Unit provides representative payee services according to the Social Security Administration guidelines.

Social Security's Representative Payment Program provides financial management for the Social Security and SSI payments of our beneficiaries who are incapable of managing their Social Security or SSI payments. Generally, we look for family or friends to serve as representative payees. When friends or family are not able to serve as payees, Social Security looks for qualified organizations to be representative payees. DSS is the representative payee of last resort. Services are reimbursed on a 25% - 75% ratio with the county responsible for 75%.

A representative payee helps beneficiaries who need assistance in managing their benefits. A representative payee's responsibilities include: using benefits to pay for the current and foreseeable needs of the beneficiaries; appropriately saving any remaining benefits; and keeping good records of how you spend the benefits.

A payee acts for the beneficiary. A payee is responsible for everything related to benefits that a capable beneficiary would do for himself or herself. We encourage payees to go beyond just managing finances and be actively involved in the beneficiary's life. The following lists the required duties of a payee.

Required Duties:

- Determine the beneficiary's needs and use his or her payments to meet those needs;
- Save any money left after meeting the beneficiary's current needs in an interest bearing account or savings bonds for the beneficiary's future needs;
- Report any changes or events which could affect the beneficiary's eligibility for benefits or payments;
- Keep records of all payments received and how you spend and saved them;
- Provide benefit information to social service agencies or medical facilities that serve the beneficiary;
- Help the beneficiary get medical treatment when needed;
- Report to Social Security any changes that would affect your performance or your continuing as payee;
- Complete written reports accounting for your use of funds; and
- Return to Social security any payments to which the beneficiary is not entitled.