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<b>Series:</b>	<b>Fiscal Management</b>	<b>COA: 7.09</b>
		<b>CFOP: 175-59</b>
<b>Procedure Name:</b>	Client Trust Funds	
<b>Procedure Number:</b>	FM209	
<b>Review Date</b>	10/23/15	
<b>Revision #/Date:</b>	08/02/2020	
<b>Effective Date:</b>	07/01/2012	

**Applicable to:** All BFP Staff and Contract Providers

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**PURPOSE:** It is the policy of Brevard Family Partnership (BFP) to ensure fiduciary responsibility as representative payee for client's money and property for the benefit of certain clients. BFP is the "representative payee" for all BFP clients that are eligible to receive Social Security benefits, either Supplemental Security Income (SSI) or Social Security death benefits (SSA).

**PROCEDURE:**

**References:** Florida Laws Chapter 96-402, F.S. 402.17, OP-1059, CMA 0901 & 0902 (Attachment 1)

**Benefit Recipient Process**

The Social Security Administration submits the client's monthly SSI or SSA payments to BFP. BFP's Finance Department is responsible for documenting and tracking deposits, expenditures, and payments to the state for room and board for each client's trust fund. Additionally, the BFP Finance Department monitors account balance, provides monthly reporting to internal BFP management and the case management agency and prepares disbursements of funds based on documentation provided by care managers. All checks will be sent to the Child Welfare Director unless specified otherwise in special instructions. The Care Manager will be responsible for delivering the check to the named vendor where the item(s) is being purchased, as well as ensuring that the original receipts are submitted to the Finance Department within 10 days of receipt of disbursement.

1. SSI accounts have a \$2,000 asset limit. This means that if the client's account exceeds \$2,000 at any time, the Social Security Administration may suspend the client's benefits, including Medicaid.
2. SSA accounts do not have an asset limit but must remain below \$20,000 to ensure no offset for income level in determining Medicaid.
3. Clients who receive dual payments, both SSI and SSA are also limited to \$2,000, before benefits will be suspended.
4. The client's monthly cost of care (room & board payment) is deducted from the client's monthly SSA/SSI payments. For example, if a client received \$500 from Social Security



and their monthly cost of care is \$450, then the client will have \$50 added to their trust fund balance.

5. A minimum of \$40 must be added to each client account that receives a monthly Social Security payment. For example, if the client received \$500 from Social Security and their monthly cost of care is \$600, then \$40 is added to their trust fund balance and \$470 is deducted to cover their cost of care.

## **Reports**

1. The Accounting Clerk I receives the Monthly Detailed Transaction Report and forwards to the care managers.
  - a. Monthly Detailed Transaction Report: This report lists all the transactions that have occurred during the month to include the client name, social security number and ending balance. The report will also show the ending balance as well as identify whether the accounts are SSI, SSA or dual accounts.
  - b. The Master Trust Client Balance Report and Reconciliation Balances to DCM SSI Clients \$1,500 and over lists each client whose current balance equals or exceeds \$1,500. For clients who only receive SSA payments, it is not necessary to do anything further with this report. Any client whose SSI balance reaches \$2,000 will be in jeopardy of losing their SSI and Medicaid benefits. For those clients who receive SSI payments, we encourage Care Managers to keep the balances in these accounts below \$1,500 at all times.
2. It is the responsibility of the care manager to ensure that the client's monthly reports are shared with the parents, foster parents, group home operators, guardians or institution unit staff, as the case may be.
3. A copy of each client's Monthly Balance Report must be filed in the client's case file. The reports listed in 1.a & b above are to be provided to the care managers by the 20th of the following month for the previous month's activity.

## **Client Trust Fund Withdrawal**

1. Exhibit A is used to request a withdrawal from the account for a purchase for the beneficiary.
2. This form must be completely filled out, signed by the child (if over 12 years old), care manager, care manager supervisor and the Child Welfare Director.
3. Completed check request forms and supporting documentation that contain the dollar amount requested are submitted to the Child Welfare Director who sends the information to BFP's Director of Utilization Management who reviews for justification of funds and documentation who signs and dates; then forwards to the BFP CFO for review of completeness, accuracy and justification of fund usage then signs and dates.

4. Only original documentation will be processed. Any requests that are rejected will be returned directly to the Child Welfare Director with an explanation for the rejection. A rejection usually occurs when a check request form is incomplete or additional information is needed.
5. Once approved, the forms will be given to the finance department who will verify the client has sufficient funds to cover the expense and attach a client balance report to the check request.
6. Checks will then be issued in accordance with BFP Procedure AP-415.
7. The Finance Department will notify the Child Welfare Director who in turn will notify the care manager that the check is ready to be picked up and the appropriate party will sign the check request form verifying that it was received and deliver to the client and/or vendor.

### **Client Trust File**

1. Section 1
  - a. Client's Demographic Sheet
  - b. Notarized Designation of Client Money and Property (DCF Form 5222)
  - c. Award Letters from SSA
  - d. Representative Payee Changes
  - e. Dedicated Fund Information
  - f. Fee Waiver Notification, if applicable
  - g. Fee Waiver (Application, Approval, Denial), if applicable
2. Section 2
  - a. All purchases made with the client's trust fund money must be documented with receipts. An original receipt and other documentation should be filed in the client's trust file. Outstanding receipts are to be sent within 10 days after the Care Manager receives the requested check. For purchases of equipment, such as TV's, DVD players, Ipad's, Ipod's, computers, etc. The receipt must contain the manufacturer's serial number for accountability.

### **Uses for Funds**

Client trust fund money is for the direct use and needs of the client. Items such as clothing, toys, summer camp, piano lessons, extracurricular sports, class pictures, yearbooks, class rings, class trips, school supplies, vacations, entertainment tickets, out-of-pocket expenses, etc. For teens, you may want to coordinate with the Independent Living Specialist for such items as cars, furniture, living expenses, college expenses, etc.

Clients' funds should not be used to purchase an item which the state would be expected to provide as part of the responsibility to the beneficiary or if the item would be covered by the Medicaid program.

### **Ownership**

All items purchased from client trust fund accounts are the property of the client and those items must follow the client during any future placements. The care manager is responsible for ensuring these purchases remain with the client. The care manager must complete a Belongings Tracking Sheet and maintain in their case management file. If property is transferred between locations, a Master Trust Items Transfer Sheet must be completed.

### **Closing a Client Trust Fund Account**

A client trust fund account should be closed immediately when the client is no longer in licensed care with BFP; therefore no longer the representative payee. Some reasons for this occurring might be as follows:

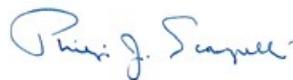
- a. The client's adoption is finalized.
- b. The client has been reunified and the parents have legal custody.
- c. The client is in a relative caregiver placement and the relative has legal custody.
- d. The client has turned 18.

To close an account, the Rev Max Specialist or designee will contact Social Security of the necessary account closure. Social Security makes the necessary update and sends BFP notification that our payee status was terminated.

Occasionally due to timing, there will be an additional payment made by Social Security after the account balance has been returned. If this occurs an additional withdrawal request to return the balance will need to be submitted to Social Security.

Once Social Security has been notified that an account should be closed, due to the circumstances listed above, they will stop the monthly payments to the BFP as representative payee for the individual client. At this point it is the client, parent, adoptive parent or relative's responsibility to contact Social Security and apply to be the representative payee for the clients' benefits.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/27/2020