

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	PUBLIC ASSISTANCE TO ADULTS MANUAL	
PAYEE OF GRANT	Section 600	07.03.07.09

600.1 Payee of PAA Grant

- A. The eligible individual who is capable of managing his own affairs should be the payee of his own PAA grant.
- B. In situations where it has been confirmed by medical and social findings that the recipient is unable to manage money and making a payment to him would not be in his best interest, protective payment may be made to an agency appointed representative payee.
- C. If a person or a committee has been appointed by the court to act as a recipient's guardian or trustee, this legally appointed entity may serve as the representative payee.
- D. Carefully evaluate the need for a representative payee based upon the customer's level of functioning. A representative payee should not be automatically assumed or used as a convenience to the care provider.

600.2 The Representative Payee

- A. The representative payee should be a responsible and reliable person who is available to access the recipient's benefits and assist with the individual's well being.
 - 1. Staff members of the Department of Social Services Administration, Family Investment Administration workers or supervisory staff whose work may affect the recipient's eligibility for assistance and whose selection would create a conflict of interest should not serve as representative payees.
 - 2. The operator of licensed Assisted Living Care facilities and other vendors dealing with recipients for profit should not ordinarily be considered as representative payees.
- B. If there is no suitable person as defined above to act as a representative payee for the recipient, the PAA case manager refers the case to Adult Services.
 - 1. The Adult Services worker will attempt to find a representative payee.
 - 2. The director of a Local Department of Social Services may serve as a payee for the recipient as a last resort.
- C. Establish appropriate fiscal accounting.

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	PUBLIC ASSISTANCE TO ADULTS MANUAL	
PAYEE OF GRANT	Section 600	07.03.07.09

- D. When a representative payee is located, the Adult Services worker completes the Representative Payee's Agreement section form (DHR/FIA 4350) and refers the case back to the PAA case manager.
- E. The PAA case manager works with the payee on establishing and reestablishing the recipient's eligibility for assistance.
- F. Regardless of the individual chosen to be the representative payee, the following conditions must be met for each case with protective payments:
1. The protective payments must meet the full needs of the recipient according to current standards.
 2. At least once every 6 months, the local director or a person in a designated administrative or supervisory position must review the decision to make protective PAA payments to a representative payee on behalf of the recipient.
 3. Protective payments must be terminated when the recipient can manage his or her funds and affairs, when the recipient acquires a court appointed guardian or other legal representative acting on his or her behalf, or when it is in the recipient's best interest to do so.