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.
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.