

# ASCARC

## Representative Payee

A representative payee is an individual or organization appointed by the Social Security Administration (SSA) to receive Social Security and/or Supplemental Security Income (SSI) benefits for someone who needs assistance in managing his or her money. A payee acts on behalf of the beneficiary. Among the responsibilities of a payee are:

- Maintaining an awareness of beneficiary's daily needs and using funds to meet those needs.
- Being aware of beneficiary's income and resources that may impact benefits and eligibility for SSI.
- Keeping records of benefits received, spent, and saved.
- Providing an accounting to SSA of how benefits were used or saved, annually and upon request.



If you choose SCARC to act as your Representative Payee, they will also be responsible for:

- Explaining benefits, budgets, expenses, and financial decisions to beneficiaries
- Assisting beneficiary with accessing other benefits and services such as housing subsidies and food stamps.
- Bill paying and vacation planning

### Here's how it works:

When you request SCARC to become Representative Payee, SCARC sends an application to the SSA. The SSA takes about six to eight weeks to complete the assignment and to inform both the guardian and SCARC of their decision. Once the process is completed, the person's monthly SSA/SSI payments will be direct deposited in a checking account established for them as "SCARC, Inc. as Representative Payee for (name of beneficiary)" Layers of accountability including DDD case managers receiving copies of bank statements and records being routinely audited by the SSA protect the beneficiary's financial well being. Guardians can request that copies of monthly financial activity be sent to them as well.

The Social Security Administration allows providers of Representative Payee services to collect a monthly fee up to 10% of the individual's benefit to support the administration and oversight of the individual's funds.



If you have questions or would like more detailed information about our Representative Payee Service please contact us.



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