

## The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Fiscal Resources</b>	Section # <b>F</b>		Subject # <b>259</b>
Subject Title <b>Representative Payee</b>	Adopted  2/28/05	Last Revised  9/23/19	Reviewed: 2/28/05; 2/27/06; 4/23/07; 2/23/09; 3/22/10; 4/25/11; 5/29/12; 5/28/13; 8/25/14; 8/31/15; 7/25/16; 8/28/17; 8/27/18; 9/23/19; 9/28/20; 9/27/21; 9/26/22; 9/25/23

### **POLICY**

#### **Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

#### **1.0 Intent**

- 1.1** It is the intent of this policy to provide Representative Payee services, when necessary, to persons served by The Right Door for Hope, Recovery and Wellness.

#### **2.0 Policy**

- 2.1** Whenever possible, a Representative Payee should be chosen from among the family, friends, or other members of the support network of the person served.
- 2.2** The Right Door for Hope, Recovery and Wellness will serve as Representative Payee only for persons served where a suitable Representative Payee cannot be found.
- 2.3** Staff appointed to manage Representative Payee account must follow all guidelines laid out by the Social Security Administration or other agencies pertaining to use of funds, record keeping, and reporting.
- 2.4** The Right Door for Hope, Recovery and Wellness will not charge for this service.

#### **References**

CARF Standards Manual: Financial Planning and Management

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Deborah McPeek-McFadden, Board Chairperson	Date		