

TO: ALL BENEFICIARIES WITH GALS, INC

FROM: GALS, INC

RE: RECEIPT OF FUNDS

This notice is to let each beneficiary served by GALS know our policy regarding expenditures of funds and the receipt requirements. This is not anything new, but the notice is to make you aware of the GALS policy.

COPIED DIRECTLY FROM THE SOCIAL SECURITY WEBSITE

Using Funds

The most important duty of a representative payee is to know the needs of each beneficiary/recipient for whom they are payee and to use the payments they receive in the best interest of that beneficiary/recipient. As a payee, all payments received from the Social Security Administration (SSA) must be used for the individual's current maintenance needs or saved for future needs. Current needs include:

- Food
- Housing
- Clothing
- Medical care
- Personal comfort items.

NOTE: *A payee should not sacrifice current maintenance needs to pay other expenses, or conserve, invest, or accumulate money for a future purpose.*

Keeping Records

Representative payees are required to maintain detailed and accurate records of all funds received and spent in order to provide a true accounting to SSA. A detailed record of expenditures may include:

- Receipts
- Bank statements (including electronic versions)
- Leases (rental agreements)
- Cancelled checks (including electronic versions)
- Bills
- Invoices
- Statements signed by the claimant confirming receipt of funds for personal use

NOTE: *A payee must save records for at least two years and make them available to SSA upon request.*

Therefore, no request for funds will be honored until the receipts/verification of receipt of funds is received in the GALS office. THIS WILL INCLUDE PHONE CARDS/GIFT CARDS/ETC Acceptable verification:

- 1) Return of postcards
- 2) Receipts
Copies of receipts can be emailed or faxed to GALS, Inc. PLEASE INCLUDE YOUR NAME ON ALL RECEIPTS TO VERIFY IT IS FROM YOU.
- 3) A signed statement from the beneficiary stating they received the funds/card and what the funds were used for.