

BENEFITS FOR INDIVIDUALS

Policy and Procedure

POLICY

As Representative Payee for an individual in services, Metro Support Services, Inc. (MSS) will assist in obtaining and maintaining all financial benefits available to individuals receiving services. The benefits assist in payment of medical, room and board, and other expenses.

As Representative Payee, MSS will assist individuals receiving services to apply for the following benefits including, but not limited to:

- SSI/SSDI
- Medicaid/Medicare
- Alternative Medical Insurance
- Tax/Rent/Heat Rebate

As a courtesy, MSS will assist individuals with alternative Representative Payees upon request.

PROCEDURE

- **When an individual enters services with MSS**, the agency will assist with applying for Representative Payeeship, unless the individual/guardian/family member retains responsibility.
- Once an individual is in services with MSS, their incoming benefits checks are recorded and deposited directly.
- **If the individual in services is employed:**
 - The contracted provider will send copy of pay stubs to MSS by the 3rd of month.
 - Provider will attach copy of pay stubs to Personal Needs Tracking Sheet (unless individual is a PNF 1 or PNF 3, and wages are not tracked).
 - Provider will notify MSS about any changes in an individual's address, wages, or employment.
 - As Representative payee, MSS will track monthly income from all sources per PNF status.
 - MSS will report all wages to Social Security by the 10th of each month.
 - MSS will compile and mail re-determination for Medicaid.