

Kids Central, Inc. System of Care Policy & Procedure

Series: Master Trust Accounts
Policy Name: Quality Assurance
Policy Number: 1202
Origination Date: 07/01/10 **Revision Date:** 01/05/12
Authority: 402 F.S., 737 F.S., 39 F.S., 415 F.S., 65C-17 F.A.C.

Policy

It is the policy of Kids Central to develop and maintain a Quality Assurance Plan to ensure Master Trust files are in compliance with Social Security Administration rules and regulations (Representative Payment Program/Guide for Organizational Representative Payee).

Procedure

1. Master Trust Department will ensure client's trust fund files are available during the course of the fiscal year to permit review, if applicable.
2. The Quality Assurance Department will periodically review the Client's Master Trust file for accuracy and compliance with DCF and Social Security Administration rules and regulations.
3. Master Trust Account Clerk will provide the Quality Assurance Department with a current list of Client's Master Trust files.
4. The Quality Assurance Department will randomly select the files for review.
5. The Quality Assurance Department will provide the findings to the Director of Accounting and Revenue Maximization and Chief Financial Officer.
6. The Chief Financial Officer will review the findings report and provide direction to the administration staff regarding recommendations contained therein, if any.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date