

Kids Central, Inc. System of Care Policy & Procedure

Series: Master Trust Accounts
Policy Name: Cash Receipts
Policy Number: 1204
Origination Date: 07/01/10 **Revision Date:**
Authority: 402 F.S., 737 F.S., 39 F.S., 415 F.S., 65C-17 F.A.C.

Purpose

To establish a consistent manner in which client SSA or SSI cash receipts are received and deposited into the Client Master Trust Fund bank account and to ensure internal controls are in place to safe guard the client's asset.

Policy

It is the policy of the organization to set up an efficient process for the handling of Client Master Trust Fund cash receipts and to ensure benefit payments are deposited in the proper bank accounts in a timely manner.

Procedure

Bank Deposits

1. The process established for receiving client benefits' cash receipts from the Social Security Administration (SSA) is to have them direct deposited into the Clients' Master Trust Fund Account.
2. Direct Deposits will be made in either of two bank accounts:
 - Current Needs Account
 - Dedicated Account
3. Under some circumstances a physical check may be received from the Social Security Administration or actual cash from the Family Care Manager for which a physical deposit will need to be made.
4. A physical check from SSA will include correspondence regarding what type of account the benefit payment is for: Current Needs or Dedicated.
5. Physical deposits will be prepared and taken to the bank within one business (1) day of receipt by the Accounting Department. A copy of the bank deposit ticket will be forward to the Master Trust Account Clerk for recording of the deposit into QuickBooks and the FAST systems.
6. Master Trust Account Representative will notify the SSA Circuit 5 single point of contact when a physical check is received from the Social Security Administration in order to have direct deposit set up for the client whom the benefit payment was made.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date