

# Kids Central, Inc. System of Care Policy & Procedure

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<b>Series:</b>	<b>Master Trust Accounts</b>		
<b>Policy Name:</b>	<b>Change of Circumstances</b>		
<b>Policy Number:</b>	<b>1209</b>		
<b>Origination Date:</b>	<b>07/01/10</b>	<b>Revision Date: 01/05/12</b>	
<b>Authority:</b>	<b>402 F.S., 737 F.S., 39 F.S., 415 F.S., 65C-17 F.A.C.</b>		
<b>Attachments:</b>	SSA Representative Payee Reporting Form: Notice of Change in Circumstances SSA Request for Reinstatement from Temporary Suspension of SSA Benefits		

## Purpose

The purpose of this policy is to properly communicate a client's change in circumstances and properly track the necessary adjustments to a client's trust account. This document outlines the actions needed to appropriately account for changes in client's circumstances.

## Policy

It is the policy of the organization to take appropriate actions in the management of the client's master trust account when change in a client's circumstances occurs. The Social Security Administration should receive notifications according to the outlined procedures and the client's account should be updated timely. In addition, under certain circumstances, notification regarding the placement change of a client should be submitted to General Counsel, Agency for Health Care Administration.

## Procedure

- A. A client's change of circumstances will prompt certain actions. When the following situations occur, the procedures outlined in this policy should be followed.
  - **If the client is placed in a Juvenile Detention Center for more than 30 days**, the benefit payments will be temporarily suspended until the client returns to a licensed care placement.
  - **If the client is placed in a Hospital for more than 30 days**, the benefit payment will be decreased to \$30 a month until the client returns to a licensed care placement.
  - **If the client is on Runaway Status for more than 30 days**, the benefit payments will be temporarily suspended until the client returns to a licensed care placement.

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- **If the client is Leaving or Released from Foster Care**, upon receiving confirmation back from the Social Security Administration regarding the change of Representative Payee, the client's account will be closed in FAST and QuickBooks and conserved funds received will be returned to the Social Security Administration. The client and/or guardian will be responsible for contacting Social Security Administration to become the new Representative Payee.
  - **If the client turns 18 years old and will no longer be in the legal custody of the Department**, the Master Trust Representative will coordinate with the Family Care Manager or the IL Specialist to initiate a new application for social security benefits approximately 60 to 90 days prior to the client's 18<sup>th</sup> birthday. Upon receiving confirmation back from the Social Security Administration regarding the change in client's benefits or in Representative Payee, the client's account will be closed in FAST and QuickBooks and conserved funds received will be returned to the Social Security Administration.
- B. Rev Max Specialist completes a "Child Care Eligibility Review and Change Form (2694)" to notify the Master Trust Representative of a change in the client's circumstances.
- C. Master Trust Representative reviews the "2694" and completes a "SSA Representative Payee Reporting Form (Notice of Changed Circumstances)" and if appropriate, completes a "General Counsel, AHCA, Notice of Changed Circumstances (CF-FSP 5311)". Following, a notation in the comments section of the client's account is made in FAST regarding the change. When adding comments to FAST, the Master Trust Clerk should include the current date, description of the change in circumstances, the date of the change, date when documents were sent to SSA, and initials of the Master Trust Clerk.
- D. Documents are forward to the Revenue Maximization Supervisor/ Director of Accounting and Revenue Maximization for approval. Once approved the Notice of Changed Circumstances Forms are returned to the Master Trust Representative.
- E. The Master Trust Representative emails/mails the SSA Representative Payee Reporting Form/Notice of Changed Circumstances to the Social Security Administration Circuit #5 single point of contact.
- F. Copy of Form 2694, SSA Representative Payee Reporting Form/Notice of Changed Circumstances, is placed into the client's Master Trust File.

In some circumstances, the above process may prompt SSA to generate an "overpayment notice" that will be sent to KCI as the Representative Payee. When this notice is received follow the refund procedures to return any funds due back to SSA. In accordance with federal regulations, when a child returns to a licensed care placement, the Master Trust Representative must notify Social Security Administration and request that the benefit payment be re-instated. If the child's suspended status continues for more than 12 months, the client will have to reapply for benefits by completing a new Social Security benefits packet.

**When a change of circumstances occurs and benefits should be re-instated:**

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- G. The Master Trust Representative should complete the “SSA Request for Reinstatement from Temporary Suspension of SSA Benefits”.
- H. Documents are forward to the Revenue Maximization Supervisor/Director of Accounting and Revenue Maximization for approval. Once approved the “SSA Request for Reinstatement from Temporary Suspension of SSA Benefits” form are returned to the Master Trust Representative.
- I. The Master Trust Representative emails/mails the SSA Request for Reinstatement from Temporary Suspension of SSA Benefits” form to the Social Security Administration Circuit #5 single point of contact.
- J. Following, a notation in the comments section of the client’s account is made in FAST regarding the change. When adding comments to FAST, the Master Trust Clerk should include the current date, description of the change in circumstances, the date of the change, date when documents were sent to SSA, and initials of the Master Trust Clerk. FAST should also be notated with the date SSA reinstated benefits.

If in the course of the change of client’s circumstances, KCI continues to pay for the *Cost of Care*, the change is not reported to SSA and normal management of the client’s trust account continues.

**Approved By:**

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Cynthia A. Schuler, Chief Executive Officer

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Date