



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare Effective Date: June 18, 2007

Chapter No: 4–Ongoing Case Management/Practice

Item No: 17–Social Security and/or Supplemental Security Income Benefits

POLICY: The Department will pursue entitlement to Social Security (SSA) and/or Supplemental Security Income (SSI) benefits for all qualifying dependent minors.

PURPOSE: This guide establishes responsibilities and procedures for Social Workers (SW) to pursue Social Security, SSI and/or SSP benefits.

REFERENCES: 1996 Regulations 42-201.1; WIC Section 326; WIC 13754; California Probate Code (Section 3600, 3601, 3611, 3612), EAS 45-01.12.121, Soc. Sec. Act as amended in 1996, Sec. 1613(a)(12) and Sec. 1631(a)(2)(F); P.L. 104-193., Sec. 213; 20CFR 416.1111 & 416.1123; Sections 1612(a)(2) and 1612(b) of the Social Security Act; 20 CFR 416.1102, 416.1103, 416.1120, 416.1121(a), 416.1124(c)(2), and 416.1124(c)(12)

DEFINITIONS: Social Security Benefits (SSA): an earned benefit program and the benefit amount is determined by the wage earner’s work history. Foster children will become entitled to SSA benefits when they have a parent who is receiving Social Security Disability benefits, Social Security Retirement Benefits, or a parent is deceased and has enough work credits to permit payment of survivor’s benefits to a child.

Supplemental Security Income (SSI): a “needs based” public assistance program. Benefits are paid to meet the basic needs of food, clothing and shelter. SSI pays benefits to three categories of people: Aged (over 65), Blind, Disabled (at any age, including newborn).

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| Submitting Party Division/Program Manager/ Deputy Director Approval | – | <u>Wendy Osikafo</u> | – | <u>6/7/07</u> |
| | | Name | | Date |
| Assistant Director’s Approval | – | <u>Andrea Sobrado</u> | – | <u>6/12/07</u> |
| | | Name | | Date |
| Director’s Approval | – | <u>Catherine A. Huerta</u> | – | <u>6/17/07</u> |
| | | Name | | Date |

PROCEDURE:

I. RESPONSIBILITY

When minors become court dependents and are placed in foster care, social workers and eligibility workers have a mutual responsibility to pursue entitlement to benefits from sources such as, but not limited to: Social Security, Veterans Administration and/ or SSI/SSP

II. ESTABLISHMENT PROCESS:

A. Upon receipt of a new case, social worker will complete the following:

1. Locate assigned Eligibility Worker (EW) from SOC 158.
2. Send an email to assigned Eligibility Worker, CC Marilyn Hobbs and Dawn Turner.
 - a. Email should include: Care provider name, address, phone, and any known medical information.
 - b. Attach current Health & Education Passport to email.
 - c. Attach two (2) most recent court reports, if applicable.

Eligibility staff will determine if the child is federally eligible (“fed/non-fed”), and if it is in the child’s best interest to proceed with the application. Applications for “non-fed” children are usually processed automatically.

A person can not receive two federal, need based, benefits at the same time (i.e. Federal Foster Care & SSI)

If appropriate, the county will apply to be appointed the representative payee on behalf of the child.

B. After the SSI/SSA application has been filed and approved, the first check is released. The first check will include funds retroactive to the application date. The amount of the retroactive payment and the source of the funds will determine the type of Trust/Savings Account set up for the child.

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1. Dedicated Account
 - a. Maintained at CITI Bank, in the child's name
 - b. SSI monies only
 - c. Funds in this account are excluded as a foster care resource.
 - d. EW will work with the business office to complete all paperwork necessary to establish this account.
 - e. How can this money be spent:
 - 1) Medical Treatment
 - 2) Education
 - 3) Job skills training
 - 4) In home nursing care/rehabilitation (related to disability)
 - f. Money can not be spent for:
 - 1) Food
 - 2) Clothing
 - 3) Shelter
 - g. EW will call social security to obtain approval for expenditures prior to disbursing funds.
2. Blocked Trust Account
 - a. SSA benefits
 - b. Retroactive funds greater than \$10,000
 - c. The EW will notify the SW that the child has received a lump sum retroactive SSA payment

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- d. The SW will determine, based on the child's needs, if funds should be placed in a Blocked Trust Account or spent for items needed for the child, or a combination of both. Money can be used for use and benefit of the child, for purposes that are in the child's best interest (WIC 13754).
 - e. If the social worker authorizes expenditures that cause the balance of the retroactive monies to fall below \$10,000, before a Blocked Trust is set up, a Blocked Trust is not needed as the conserved funds will not exceed the \$10,000 Foster Care Resource limit.
 - f. If Blocked Trust is needed, SW prepares the Court documents:
 - 1. MC355 Order to Deposit Money
 - 2. MC356 Receipt & Acknowledgement of Order to Deposit (Forms can be located at www.courtinfo.ca.gov. Select "forms", then select "Miscellaneous. Make sure to choose interactive forms for on-line typing.)
 - g. Social worker will present both forms to Juvenile Court Judge for signature
 - h. Social Worker will route two (2) certified copies to the EW
 - i. EW will keep a copy and send certified copies to the business office.
 - j. When the account is established, the EW will e-mail a copy of the 5074-A (Establishing Blocked Trust Account) to SW.
3. WELFARE TRUST ACCOUNT
- a. Retroactive payments \$10,000 or less
 - b. Monthly offset of Foster Care benefits
 - c. When a child is awarded foster care benefits, the EW will prepare the 5074A and send a copy to the assigned SW

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- d. If the amount in this account exceeds \$2000, the EW will email the SW to request a “Spend down”, the excess money must be used within 9 months for the child’s needs.
- e. SW will respond to the EW request for spend down within 5 working days.

The business office maintains a foster care Monthly Trust Report showing the balance for all Dedicated Accounts, Welfare Trust Accounts, and Blocked Trust Accounts, sorted by foster child. This report is emailed to all Social Work Supervisors and is available from Marilyn Hobbs by email request.

Social Workers shall consider all possible uses for excess “spend down” funds, as the funds will no longer be available for the child’s use after the 9 month period.

III. WITHDRAWAL OF TRUST ACCOUNT FUNDS

A. General

- 1. Social Worker shall notify EW by email when a case is closing when:
 - a. Dependency is being dismissed
 - b. The child is 18 and will not graduate prior to 19th birthday
 - c. Guardianship (without dependency is granted)
 - d. Adoption is finalized
- 2. EW will coordinate the disbursement of funds with the Business office.

B. Withdrawal of Blocked Trust Account Funds (Open Foster Care Case)

- 1. Monies in Blocked Account can only be released with Court Order.
- 2. Social Worker shall prepare and present to Juvenile Court the following forms:
 - a. MC357- Petition for Withdrawal of Funds
 - b. MC358- Order for Withdrawal of Fund

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3. Social Worker shall send 2 certified copies of the MC358 to the EW.
 4. Eligibility Worker will prepare the 5074A to release funds, and email to the business office with a copy to the social worker.
- C. Withdrawal of Blocked Trust Account Funds (Closed or Closing Cases)
1. Social Worker shall complete forms MC357 and MC358 as described above.
 2. Forms should request release of the entire dollar amount in savings or the phrase “ALL funds held in trust” and to “direct the depository to delivery that check or warrant to Katherine Hartman, DCFS Business Office, HSS Finance, P.O. Box 24055, Fresno CA 93779 for subsequent delivery to the SSA. This will allow DCFS to verify that the funds have been released and that they have been delivered to the appropriate personnel at the Social Security Administration”.
 3. Social Worker shall submit two (2) certified copies of the MC358 to the EW, and retain a copy for the case.
 4. Eligibility Worker will prepare the 5074A to release funds and email it to the business office. EW will send both certified copies of the order to the business office.
 5. The business office will withdraw all savings from the blocked account, and close the account.
 6. The business office will return all funds to the SSA.
 7. The new payee can obtain the funds from the Social Security Administration.
- D. Checks Received after the Foster Care Case is Closed
1. The EW will notify the Social Security Administration in writing, informing the agency to discontinue sending checks to HSS Finance when foster care cases and savings accounts have been closed.
 2. Any checks received after closure shall be returned by the business office to the Social Security Administration.

E. Emancipating Minors

1. When a foster youth who is receiving SSI payments is approaching his or her 18th birthday, the social worker shall:
 - a. Provide information to the youth regarding becoming his/her own payee.
 - b. Provide information to the youth regarding the federal requirement to establish continuing disability as an adult, if necessary, in order for SSI benefits to continue beyond his/her 18th birthday.
 - c. Assist the youth, as appropriate, in completing the above requirement, as specified in Welfare & Institutions Code 13753 (a) and (b).
 - d. Social workers can contact [Marilyn Hobbs](#) , SSA/SSI Unit for assistance with SSI applications for emancipating minors.

| E&TA Policy and Procedure Guide | |
|---|--|
| Division 45: Foster Care | Chapter 03: Case Maintenance |
| Item 002 Trust & Savings Accounts | |
| Suggested changes send to: HSS PSOA mailbox Contact: Marilyn Hobbs , Foster Care | Issued: July 1, 2006 Replaces Issue: February 22, 2006 |
| References: 1996 Regulations 42-201.1; WIC Section 326; WIC 13754; California Probate Code (Section 3600, 3601, 3611, 3612), EAS 45-01.12.121, Soc. Sec. Act as amended in 1996, Sec. 1613(a)(12) and Sec. 1631(a)(2)(F); P.L. 104-193., Sec. 213; 20CFR 416.1111 & 416.1123; Sections 1612(a)(2) and 1612(b) of the Social Security Act; 20 CFR 416.1102, 416.1103, 416.1120, 416.1121(a), 416.1124(c)(2), and 416.1124(c)(12) | |

Staff Development: [Training Material](#)

How to in [CalWIN](#)

When minors become court dependents and are placed in Foster Care (FC), Social Workers (SW) and Eligibility Workers (EW) have a mutual responsibility to pursue entitlement to benefits from sources such as (but not limited to) Social Security, Veterans Administration, and/or SSI/SSP (Supplemental Security Income) etc.

When the child is already entitled to or receiving benefits when the child becomes a court ordered dependent, the agency is responsible for filing the application for Fresno County to become payee for the benefits. The authority for the Department of Social Services (DSS) to act as payee for funds of Juvenile Court dependents until their majority is the California Welfare and Institutions Code (Section 326) and the California Probate Code (Sections 3600, 3601, 3611, 3612). These codes empower the DSS to use the funds to offset the FC costs while minors remain court dependents.

The county will apply to be appointed representative payee on behalf of a child beneficiary in its custody when no other appropriate party is available to serve. In its capacity as representative, the county will do all of the following:

- Establish a no-cost, interest-bearing maintenance account for each child in the department's custody for whom the department serves as a representative payee. Interest earned shall be credited to the account. The county shall keep an itemized current account, in the manner required by federal law, of all income and expense items for each child's maintenance account.
- Establish procedures for disbursing money from the accounts, including disbursing the net balance to the beneficiary upon release from care. The county shall use Social Security and SSI/SSP benefits only for the following purposes:
 - For the use and benefit of the child.
 - For purposes determined by the county to be in the child's best interest.
(WIC 13754)

Definition of Social Security Benefits

Social Security Benefits are Government sponsored; Participant financed; Mandatory. Wage earners pay a part of their earnings into the Social Security trust fund by mandatory withholding of FICA tax. These earnings accumulate over the years and build up “Social Security Credits” from which a person can draw upon when they are no longer wage earners. The amount of the Social Security benefit is determined by the Wage Earners work history. The more money earned, the higher the benefit. The program is designed to provide basic income loss protection in the following situations:

- Retirement
- Death
- Disability

Since Social Security is an **Earned Benefit** Program, there is no income or resource limit in order to be entitled to benefits. Foster children will become entitled to Social Security benefits when they have a parent who is receiving Social Security Disability Benefits; or the parent is age 62 or older and is receiving Retirement Benefits; or a parent is deceased and has enough Social Security work credit to permit payment of survivor’s benefits.

Definition of Supplemental Security Income (SSI) Benefits

Supplemental Security Income (SSI) is a “needs based” public assistance program. Benefits are paid out of general tax revenues. The program is designed to provide income to persons with limited income and resources to meet basic needs for food, clothing and shelter. SSI pays benefits to three (3) categories of people:

- Aged (over age 65)
- Blind (the benefit is higher)
- Disabled (at any age, including newborn)

When the SSI income and resource limits are exceeded, SSI benefits will be discontinued. The Supplemental Security Income benefit is often referred to as SSI/SSP. This is because SSI payments are made up of both Federal and State monies. The Federal portion of the check is the “SSI portion” and the State portion of the check is the “SSP” portion. However, recipients **receive only 1 check**.

It is often the case that when application has been made by Fresno County to become payee for Social Security (SSA) or Supplemental Security Income (SSI) benefits that there will be a retroactive benefit due the child. What kind of trust account is set up to conserve the retroactive monies will depend upon the source of the benefit and the needs of the child. The procedure to be followed for each source is explained below.

For both SSA and SSI, the **monthly benefit amount** is counted as income to the FC case while the **retroactive benefit** is counted as a **resource** unless the exemption in FS 63-501.11.111 applies.

Trust/Savings Accounts

There are three different kinds of trust/savings accounts:

- **Dedicated Account** - Account set up in child's name at CITI Bank – SSI Monies only
- **Welfare Trust Account** - Collective Savings Account set up by business office from SSI or SSA monies
- **Blocked Trust Account** - Trust Account set up by Court Order. Money held in CITI Bank Account

The **type** of account set up will depend upon the source and amount of the retro-active payment.

When **Social Security** is the source of the benefit there are no Social Security imposed income or resource limits for recipients of Social Security benefits. The only resource limit that is applicable is the Foster Care Resource Limit which is currently \$10,000. (EAS 45-01.12.121.) When the retroactive benefit is greater than \$10,000, the money is to be placed in a Blocked Trust Account and conserved for the child. Money in a blocked Trust Account is not counted toward the Foster Care Resource Limit of \$10,000 per 42-201-1 (1996 Regulations). The SSA benefit will count as income to the FC case.

The EW notifies the SW via e-mail that child has received a Social Security retro-active lump sum payment.

SW determines if monies should be placed in a Blocked Trust Account or spent for items of need for the child, or a combination of both, and e-mails instructions to EW. The County can use the Social Security benefits only for the use and benefit of the child or for purposes determined by the county to be in the child's best interest (WIC 13754).

A Blocked Trust Account should only be set up for children who receive retro-active Social Security benefits in excess of the Foster Care Resource Limit of \$10,000. If the SW has authorized expenditures from the retro-active funds that cause the balance of the retro-active monies to fall below \$10,000, before the Blocked Trust is set up, a Blocked Trust Account is not necessary as the conserved funds would not exceed the Foster Care Resource limit.

If a Blocked Trust Account is to be set up, the SW will prepare the Court documents. Forms MC355-Order to Deposit Money and MC356-Receipt and Acknowledgement of Order for the Deposit are to be completed for presentation to the Court. The forms can be located at www.courtinfo.ca.gov. At the website, select "forms" at the top and then select "miscellaneous" to locate the forms. Choose the "interactive" type of form as that is the one that can be used as a template for on-line typing. After the judge has signed the Court Order two (2) **certified** copies of the Court Order are to be routed to the EW.

The EW will make a copy for the eligibility file and route the certified copies to the business office. The EW will prepare a 5074-A requesting the Blocked Trust Account be set up and transmit it via e-mail to the business office. A copy of the 5074-A will be put in the eligibility file and a copy e-mailed to the SW.

The business office will set up the account at the bank. The bank will retain one of the certified copies of the court order and the business office will retain the other certified court order.

When Supplemental Security Income (SSI) is the source of the benefits the SSI Resource Limit is \$2,000. If the retroactive benefit is greater than \$2,000, Fresno County, acting on behalf of the child, will have nine (9) months to spend the money below \$2,000. When the money exceeds the resource limit on the 1st of the tenth month, the child will no longer be entitled to an SSI benefit.

When an SSI payment of more than six months of past due SSI benefits is due a child, SSA requires the money be placed in an SSI Dedicated Account. Monies in a Dedicated Accounts are not counted as a resource toward the \$2,000 SSI resource limit as long as there is compliance with SSA requirements for Dedicated Accounts per 42-201-1 (1996 Regulations). When the first SSI payment is received the SSA/SSI EW will determine the type of action based on which type of retro-active SSI benefits is being paid. There are three types of SSI retro-active benefits:

- SSI Initial retro-active benefits
- Suspense-Reinstatement retro-active benefits
- Dedicated Account retro-active benefits

The County can use the SSI benefits only for the use and benefit of the child or for purposes determined by the county to be in the child's best interest (WIC 13754).

SSI Initial Retro-Active Check Procedure

SSI Initial Retro-Active payments occur when an SSI application has been filed, approved for payment, and the first check is released. The first check is for SSI payments that are due for the period from the date of application through the month the 1st check is paid.

SSA/SSI Unit EW will prepare 5074A to the business office with a copy to the SW requesting:

- Monthly Offset of FC benefit in an amount no greater than the monthly SSI payment and amount of retro-active payment that is to be placed in a Welfare Trust Account. If retro monies exceed \$2,000 (the SSI Resource limit), the SSA/SSI Unit EW e-mails SW of availability of savings for child's needs and monitors for spend-down within 9 months.
- SSI/SSA Unit EW will continue to monitor monies placed in the Welfare Trust Account to ensure they do not exceed the SSI Resource limit of \$2,000
- Before the balance in savings reaches \$2,000, the EW will e-mail the SW of the availability of funds.
- When SW has determined the needs of the child, EW will prepare a 5074A to the business office requesting funds be disbursed in accordance with SW instructions.
- The business office offsets monthly SSI per 5074A instructions and disburses monies from welfare trust in accordance with SW instructions on 5074A.

Treatment of SSI monthly benefits depends upon whether the child is receiving Federal or Non-Federal Foster Care.

In Non-Federal Foster Care cases, SSI is INCOME to the FC case and the county supplements the difference between the Foster Care Rate and the SSI benefit.

In Federal Foster Care cases, the Social Security Administration (SSA) counts the FC payment as income to the SSI case. All SSI money received for a child receiving Federal Foster Care must be saved in a Welfare Trust Account and is subject to the SSI Resource Limit. However, this money can be used to meet other needs of the child as identified by the SW.

Social Security monies can be “offset” in either Federal or Non-Federal Foster Care cases.

Suspense-Reinstatement Retro-Active SSI Payments

Suspense-Reinstatement retro-active payments occur when a child is receiving SSI benefits at the time FC benefits are awarded and is placed in suspense by the SSA in order to change the payee. In this instance the retro-active may be used to meet the needs of the child during the period he/she were in FC. Any retro-active monies paid for a prior period is to be placed in a Welfare Trust Account.

SSA/SSI Unit EW will prepare 5074A to the business office with a copy to the SW requesting:

Monthly Offset of FC benefits in an amount no greater than the monthly SSI payment and specifies the amount of retro-active payment, if any, that is to be placed in a Welfare Trust Account. If retro monies exceed \$2,000 (the SSI Resource limit), the SSA/SSI Unit EW e-mails SW of availability of savings for child’s needs and monitors for spend-down within 9 months.

The business office will offset the SSI monies on a monthly basis in accordance with 5074A.

Supplemental Security Income (SSI) Dedicated Accounts

The county will establish and maintain a dedicated account in a financial institution for past-due monthly benefits that exceed six times the maximum monthly benefit payable, in accordance with federal law. The County will keep an itemized current account, in the manner required by federal law, of all income and expense items for each child’s maintenance account (WIC 13754).

The Dedicated Account must be separate from all other accounts and is a Savings account set up at a financial institution. Other funds cannot be commingled with the dedicated account monies. The dedicated account must show the child owns the funds, including any interest accrued.

Dedicated Account monies are excluded as an SSI Resource Limit by Title XVI and are therefore excluded as a FC resource. (per 42-201-1 (1996 Regulations))

The County receives notification from the SSA to set up a Dedicated Account prior to disbursement of the funds. When notification is received the SSI/SSA unit EW will:

- Complete a 5074A to the business office requesting a Dedicated Account be set up.
- Business office opens Dedicated Account and e-mails the account number to EW unit.

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- EW prepares Letter to SSA providing dedicated bank account number and bank routing number.
- SSA releases Dedicated Account monies directly to the designated bank account and generates a letter to the county that monies are released.
- Business office posts Dedicated Account balance to the FC Trust Account spreadsheet and sends Award Notice to SSA/SSI EW.
- EW files Award Notice in FC case and annotates “Dedicated Account” in on-line comments in CalWIN.

There are restrictions on how the money in a dedicated account can be spent. Money can only be used for medical treatment and education or job skills training and only if these expenses cannot be paid by another source. Other expenses such as personal needs or assistance, (e.g., in-home nursing care); special equipment, housing modification, therapy or rehabilitation may be allowed, if they benefit the child and are related to the disability. Social Security should be contacted and approval obtained prior to disbursing monies from a dedicated account. Receipts for expenditures will be required and presented to SSA upon request.

Dedicated Account monies cannot be used for basic monthly costs such as food, clothing and shelter.

The business office maintains a FC Monthly Trust Report showing the balance for all Dedicated Accounts, Welfare Trust Accounts and Blocked Trust Accounts by foster child. This report is e-mailed to all Social Work Supervisors (SWS), Eligibility Unit SSPS, and the SSI/SSA EW unit.

Withdrawal of Trust Account Monies

General

The county shall establish procedures for disbursing money from accounts, including the net balance to the beneficiary upon release from care (WIC 13754). The 5074A process is used to withdraw funds from all types of trust fund monies

The SSA/SSI EW will notify the Business Office via 5074A of the need to disburse all funds held in trust in the following situations:

- Legal guardianship is granted
- Upon Adoptive Placement
- Dependency terminates

Upon notification by the social worker that a case is to be closed because dependency is being dismissed, the child is age 18 and will not graduate before age 19, or for any other reason, the SSA/SSI EW will complete Part II of the 5074A advising the business office the date the FC case will be closed and citing the reason for closure. The EW will check the Monthly Foster Care Trust Report to determine if there is a savings balance. When there are savings to disburse, the EW will also provide instructions for disbursement. Instruction shall include the following:

- Return of all SSA and/or SSI Funds to the SSA in accordance with Social Security law and regulation.
- Address of person or agency to which funds are being returned

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- Amount of funds to be dispersed or a remark such as “all funds in account”.
- Reason funds are being dispersed

Note: The service case cannot be closed until all funds held in trust are disbursed.

Withdrawal of Blocked Trust Account Monies

Open FC Cases

Monies in the Blocked Trust Account can only be accessed by the SW by requesting release of funds from the Court. Forms MC357-Petition for withdrawal of funds and MC358-Order for withdrawal of funds will be prepared by the SW and presented to the court. The forms can be located at www.courtinfo.ca.gov. At the website, select “forms” at the top and then select “miscellaneous” to locate the forms. Choose the “interactive” type of form as that is the one that can be used as a template for on-line typing. When the court approves the expenditure, the judge will sign the MC358. The SW will send two (2) **certified** copies of the MC358 to the EW.

The EW will prepare the 5074A to release funds from the Blocked Trust Account as specified on the Court Order and e-mail it to the business office with a copy to the SW. The business office will retain one of the certified court orders and the bank will retain the other certified court order and release the funds as specified in the court order. The 5074A shall contain all of the following:

- Return of all SSA and/or SSI Funds to the SSA in accordance with Social Security law and regulation.
- Address of agency to which funds are being returned
- Amount of funds to be dispersed
- Reason funds are being dispersed

Closed or Closing FC Cases

Monies in the Blocked Trust Account can only be released by an order of the Court. Forms MC357-Petition for Withdrawal of Funds and MC358-Order for withdrawal of funds will be prepared by the SW and presented to the court.

The forms can be located at www.courtinfo.ca.gov. At the website, select “forms” at the top and then select “miscellaneous” to locate the forms. Choose the “interactive” type of form as that is the one that can be used as a template for on-line typing. If the court approves the release of funds, the judge will sign the MC358. The SW will send two (2) **certified** copies of the MC358 to the EW.

The Petition and Order should request release of the dollar amount in savings or the remark “all funds held in trust” and to “direct the depository to deliver that check or warrant to Katherine Hartman, Department of Children and Family Services (DCFS) Business Office, HS Finance, P. O. box 24055, Fresno, CA 93779 for subsequent delivery to the SSA. This will allow DCFS to verify that the funds have been released and that they have been delivered to the appropriate personnel at the SSA.”

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The EW will prepare the 5074-A to release funds from the Blocked Trust Account as specified on the Court Order and e-mail it to the business office with a copy to the SW. The EW will make a copy of the Court Order for the eligibility file and send both certified court orders to the business office. The business office will retain one of the certified court orders and the bank will retain the other certified court order and release the funds as specified in the court order. The 5074A will contain all of the following:

- Direct return of all SSA and/or SSI Funds to the SSA in accordance with Social Security law and regulation.
- Address of agency to which funds are being returned
- Amount of funds to be disbursed as shown on the Court Order
- Reason funds are being disbursed

Upon receipt of the 5074A and Court Order, the business office will withdraw savings from the blocked account as specified in the court order and close the savings account.

The business office will return all monies to the SSA as specified in the Court Order and maintain a record of such closure.

Checks Received after FC Case is Closed

Upon receipt of notification via 5074A from EW that a case is closed, all Social Security or SSI checks received after closure shall be returned by the Business Office to the SSA to prevent an accumulation of inappropriate funds in HS Finance.

The SSA/SSI EW is responsible for notifying the SSA or any other agency as appropriate, in writing to discontinue sending checks to HS Finance as the FC case and savings account has been closed.

In addition, when a foster youth who is receiving SSI payments is approaching his or her 18th birthday, the county shall do all of the following:

- Provide information to the youth regarding the process for becoming his or her own payee.
- Provide information to the youth regarding the federal requirement to establish continuing disability as an adult, if necessary, in order for SSI benefits to continue beyond his or her 18th birthday.
- Assist the youth, as appropriate in fulfilling the above requirements as specified in WIC 13753 (a) and (b).