



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

### 1676.2 ESTABLISHING BENEFITS AND REPRESENTATIVE PAYEES

Policy Directive: **22-07**

Effective Date: **December 2022**

Implements Policy: **1676**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP provides the guidelines regarding representative payees.

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. Upon notification a child has entered placement (including detention/commitment at SYSC), the Fiscal Specialists Unit (FSU) will (as applicable):
  - A. Notify the custodial parent(s) that DCYF is applying for Medicaid for their child via the Notice of Change in Medicaid Eligibility (Form 2657);
  - B. Determine if the child has, or may be eligible for, SSA or SSI benefits due to:
    1. The child having a disability; or
    2. A parent's disability or death;
  - C. Notify the custodial parent(s) in writing that DCYF is applying for SSI benefits for the child (if they may be eligible but are not already receiving benefits) via the Notification of DCYF Applying for SSI Benefits (Form 2660);
  - D. Notify the custodial parent(s)/legal guardian that DCYF is applying to be the Rep Payee if the child already receives benefits via the Representative Payee Notification Letter (Form 1676);
    1. Young adults in care through the HOPE program will be notified of any changes in their representative payee via Form 1676;
  - E. Apply for SSA/SSI benefits on behalf of the eligible child; and
  - F. Obtain information from the CPSW/JPPPO to support the application, which may include:
    1. The expected duration of the placement;
    2. Completed medical assessment forms from the child's medical providers (when required by SSA); and

3. Updated medical information from the child's caregivers.
- II. FSU confirms (via court order) the Court has granted DCYF permission to share the child's information with SSA before sharing any documents or information.
    - A. If the Court order does not grant permission, FSU notifies the CPSW/JPPPO that an order specific to sharing information with SSA needs to be obtained.
    - B. Court orders provided to SSA must include the date and Judge's signature. All other information is redacted with the exception of statements that DCYF:
      1. Has legal custody; and
      2. Is allowed to share information with SSA.
  - III. FSU applies for representative payee status for an eligible child by completing and forwarding a Representative Payee Application (Form SSA-11-BK), through the Concord SSA office.
    - A. For kinship placements, FSU advises the CPSW/JPPPO to encourage the relative to also apply as the representative payee if the kinship care home does not receive foster home payments.
  - IV. The Office of Finance will receive benefits on behalf of DCYF (when DCYF is assigned as the representative payee) and deposit the funds into the child's Revolving Fund.
    - A. The representative payee process is the same for SSA benefits and SSI benefits.
    - B. A child may be the recipient of one or both types of Social Security benefits.
  - V. FSU responsibilities include, but are not limited to:
    - A. Disbursing funds, with proper documentation;
    - B. Reporting changes to SSA which may affect the amount of the benefit received;
    - C. Completing and returning forms received from SSA within the time allowed, which includes, but is not limited to:
      1. Annual Representative Payee Reports to identify how benefits have been spent, and whether money has been saved; and
      2. Verification of a child's school status prior to their 18th birthday; and
    - D. Documenting correspondence with SSA in the DCYF electronic information system.

## Applicable Forms

Form	Title
1676	Representative Payee Notification Letter
2657	Notice of Change in Medicaid Eligibility
2660	Notification of DCYF Applying for SSI Benefits

## Glossary and Document Specific Definitions

[A - B](#)   [C - D](#)   [E - F](#)   [G - I](#)   [J - L](#)   [M - N](#)   [O - Q](#)   [R - S](#)   [T - V](#)   [W - Z](#)

## Document Change Log

PD	Modification Made	Approved	Date
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