

MEMORANDUM

DEPARTMENT OF DEVELOPMENTAL SERVICES



FROM: Bureau of Program Integrity
DATE: 10/10/2024
SUBJECT: Guidance on SSA Representative Payee Services in 24-hour Residential Supports (ALTR)

OVERVIEW:

This guidance is intended to assist all DDS providers who provide Adult Long-Term Residential Services ("ALTR"), defined as at least 24-hour residential supports, in complying with Social Security Administration's Representative Payee Services requirements.

DISCLAIMER:

The below guidance is not legal advice. Providers should consult with their legal counsel for information on their obligations under the Social Security Administration regulations and its application to their individual facts and circumstances.

GUIDANCE:

Representative Payee Services

Pursuant to the ALTR-24 RFR, when Representative Payee Services are provided in a 24-hour residential setting the following is required:

2.12 Representative Payee Services

ALTR Providers must be willing to serve as corporate representative payee for individuals they serve should those individuals require such services and are unable to identify another representative payee or otherwise choose to name the ALTR provider as their representative payee. Representative payee services provided to residents in ALTR homes will not be reimbursed separately by DDS, and ALTR providers may not bill or otherwise charge individuals for the service. An ALTR provider providing this service must register as an organizational payee with the Social Security Administration (SSA) and complete all forms and accountings required by the SSA.

Commonly Asked Questions

Q: Why is a Provider prohibited from billing DDS individuals when they provide this service?
A: Providers already receive reimbursement for providing this service in the established ALTR rate.

Q: Is there a different rate for individuals on the ALTR contract depending on whether they receive
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Representative Payee Services from a provider?

A: The ALTR rate assumes the service in the rate even if the service is not being provided for all individuals in the ALTR contract.

Q: **What if my agency has additional Representative Payee Service questions specific to SSA regulations?**

A: Providers should contact Social Security Administration directly or their legal counsel, for information about providing Representative Payee Services. Providers are encouraged to contact their Local Social Security Administration office with any questions the provider may have.

RESOURCES:

www.socialsecurity.gov/payee

<https://www.ssa.gov/locator/>