



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

DCYF Standard Operating Procedure

1676.4 DEDICATED ACCOUNTS

Policy Directive: **22-07**

Effective Date: **December 2022**

Implements Policy: **1676**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the oversight required with Dedicated Accounts for disabled children.

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. The Office of Finance:
 - A. Establishes a Dedicated Account upon notification from the Fiscal Specialist Unit (FSU) that the Social Security Administration (SSA) has determined a Dedicated Account is required for an eligible child's past-due (lump sum) SSI benefits;
 - B. Monitors the Dedicated Account (in conjunction with FSU) for receipt of SSI benefits; and
 - C. Monitors the Dedicated Account by:
 1. Providing detailed account activity to the SSA upon demand and at periodic reporting;
 2. Processing withdrawals and deposits; and
 3. Maintaining a record of activity.
 - D. FSU is responsible for reporting balances of the Dedicated Account to Medicaid (as needed).
- II. Before SSA will approve the release of past-due benefits to a Dedicated Account, the following information must be presented:
 - A. Name and address of the financial institution;
 - B. Account number;
 - C. Account title;
 - D. Type of account;

- E. Amount of money deposited to open account, if this applies; and
 - F. The signed and dated Dedicated Account Use of Funds Statement (SSA Form 552).
- III. Past-due benefits that have accrued prior to DCYF assignment as representative payee may be deposited into the child's Dedicated Account.
- IV. Benefits deposited into a Dedicated Account may only be used for the following specific and limited expenses for the disabled child, as allowable in [42 USC 1383\(a\)\(2\)\(F\)\(ii\)\(II\)](#), with required prior written approval from SSA:
- A. Education or job skills training;
 - B. Personal needs assistance;
 - C. Special equipment that assists the disabled child, such as a modified wheelchair;
 - D. Housing modification;
 - E. Medical treatment;
 - F. Therapy or rehabilitation; or
 - G. Other items or services determined appropriate by SSA to benefit the child that relates to the impairment(s) of the child.
 - 1. Items or services that fall under "other" must be explained in writing to SSA in order to request authorization.
- V. SSA does not count funds deposited in the Dedicated Account (including the interest earned) as resources or income.
- VI. SSI funds deposited in the Dedicated Account are excluded as a resource in Medicaid eligibility, so long as no other money source is deposited in this account.
- VII. Upon learning a child has left placement, FSU submits Revolving Fund Disbursement (Form 1678) to the Office of Finance to close out the account.
- A. The Office of Finance returns any remaining funds to SSA.
- VIII. FSU documents all account activity in the DCYF electronic information system, including:
- A. Correspondence with SSA; and
 - B. Bank statements for the Dedicated Account.

Applicable Forms

Form	Title
1678	Revolving Fund Disbursement

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

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