



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

## DCYF Standard Operating Procedure

### 1676.5 REPORTING REPRESENTATIVE PAYEE CHANGES

Policy Directive: **22-07**

Approved:

Effective Date: **December 2022**

Implements Policy: [1676](#)

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This SOP outlines practice for the Fiscal Specialists Unit (FSU) as an eligible child's representative payee.

#### 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. When DCYF is the representative payee for a child, the FSU notifies the Social Security Administration (SSA) via the Notification of Change in Social Security Recipient Status (Form 1682) of any changes regarding the child including, but not limited to:
  - A. Living arrangements (e.g. enters, leaves, or changes any placement, including shelter care, hospital stays over 30 days, detention/commitment at SYSC, or extended foster care under HOPE);
  - B. Name (e.g. a child is adopted);
  - C. Income;
  - D. Resources (including receiving another benefit, such as veteran's benefits); or
  - E. Employment (e.g. the child starts or stops working).
- II. When DCYF is the representative payee, DCYF is liable for repayment of money it receives on behalf of the child if any of the following events (change in status) occur, and are not reported. To include, but not limited to:
  - A. The child's disability improves;
  - B. DCYF is no longer responsible for the child (e.g. the child returns home, is adopted, or ages out of foster care);
  - C. The child receives a new government benefit, such as a veteran benefit (VA); or
  - D. The parents (including parent/stepparent) divorce.
- III. FSU ensures all individuals and agencies have been notified of changes in representative payee status.

- A. When DCYF requests to cease being a child's representative payee, the parent(s) are notified via the Representative Payee Notification Letter (Form 1676), and are advised they should contact the local SSA office to apply as representative payee when the child is reunified.
  - B. The SSA Concord office, is notified of DCYF payee resignation, and of the exact date of the placement status change, via the Change of Social Security Representative Payee letter (Form 1677).
  - C. If a delay occurs in the reassignment of a representative payee upon reunification, DCYF may remain in this role until reassignment has occurred and notification is received from the SSA.
    - 1. Funds may continue to be deposited in the interim of this change.
    - 2. FSU will request the Office of Finance to enable a hold on the account to ensure monies will be returned to the SSA directly, and not be released into the system.
  - D. Any potential overpayment or funds received in error (due to a failure to provide timely notification to SSA or delay in reassignment of a representative payee) will need to be repaid to SSA.
- IV. Revolving Fund balances for a child receiving SSI benefits exceeding the \$2,000.00 limit are immediately reported to the SSA.
- A. Prior to reporting to SSA, the FSU will confirm the monthly reimbursement report has been run and there are no outstanding funding requests.
- V. When the changes will result in the closure of a child's Revolving Fund account, the Fiscal Specialist completes:
- A. Form 1678 Revolving Fund Disbursement to notify the Office of Finance for final disbursement of funds; and
  - B. Form 1679 Information Transmittal to notify the Bureau of Child Support Services (as applicable).
- VI. FSU provides CPSWs/JPPOs with a status update regarding a child's Revolving Fund within 120 days of the child's 18<sup>th</sup> birthday (as applicable).
- VII. When a child in placement reaches age 18 and will no longer be in DCYF care, the Fiscal Specialist will request to terminate as the representative payee with SSA, and request SSA issue payments made payable to the 18-year-old or their appointed guardian.
- A. DCYF may request to remain the representative payee for any young adult remaining in placement once they have reached age 18, when it is in their best interest.

1. FSU will make the request by completing a new SSA Representative Payee application and submitting it along with the court order that the young adult will remain in placement.
2. FSU facilitates the gathering of documentation to support the continued need of a representative payee when requested by SSA for the purpose of the medical review.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1676	Representative Payee Notification Letter
1677	Change of Social Security Representative Payee
1678	Revolving Fund Disbursement
1679	Information Transmittal
1682	Notification of Change in Social Security Recipient Status

<b>Glossary and Document Specific Definitions</b>									
<a href="#">A - B</a>	<a href="#">C - D</a>	<a href="#">E - F</a>	<a href="#">G - I</a>	<a href="#">J - L</a>	<a href="#">M - N</a>	<a href="#">O - Q</a>	<a href="#">R - S</a>	<a href="#">T - V</a>	<a href="#">W - Z</a>

<b>Document Change Log</b>			
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