



Administrative Policies and Procedures: 3.31

Subject:	Social Security Payments for Youth on Trial Home Visits with Parents or Other Relatives
Authority:	TCA 37-1-130, 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-6B-05, 4-JCF-6B-12; COA: PA-FIN 1; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Family Service Workers, Supervisors, Child Welfare Benefits Counselors and Finance and Budget Employees
Policy Statement:	
Social Security payments received by the Department of Children's Services on the behalf of children who have been placed with a parent or other relative on a trial home visit shall be returned to the Social Security Administration.	
Purpose:	
To ensure procedures are established for the administering, collection, safeguarding and disbursement of monies to comply with State and Federal guidelines and accepted accounting procedures.	
Procedures:	
A. Requirements	No later than thirty (30) days after a child has been placed on trial home visit with a parent or other relative, the Family Service Worker must contact the family in writing to assist them in applying to become the child's social security representative payee to ensure that there is no disruption of payment.
B. How relatives should file to become representative payee	<ol style="list-style-type: none"> 1. The Family Service Worker must provide the parent or relative with a completed CS-0568, Trial Home Visit Authorization to File for Representative Payee Designation form. 2. The parent or relative must present form CS-0568 to officials in the nearest Social Security office in order to apply to become representative payee for the child.
C. Termination of trial home visits	<p>If a trial home visit disrupts, a change of circumstance form CS-0476, Notification of Change of Circumstances must be completed by the end of the following day, flagged as trial home visit change and sent to Trust Accounting in Central Office Division of Finance and Budget and the regional Child Welfare Benefits Counselors.</p> <ol style="list-style-type: none"> 1. After notification of disruption, the Department of Children's Services will continue to conserve the child's funds and use for the future expenses of the child.

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	<ol style="list-style-type: none">2. After receiving notification of disruption, the Child Welfare Benefits Counselor will request to become representative payee for DCS for the child when the trial visit placement disrupts and the child is placed in another out of home placement.3. The Child Welfare Benefits Counselor will complete forms SSA-11-BK, Request to be Selected as Payee, FA-0722, Automated Clearinghouse, ACH Deposit of Benefits, and forward both forms to the local Social Security Administration office.
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Forms:	<p><u>CS-0476. Notification of Change of Circumstances</u> <u>CS-0568. Trial Home Visit Authorization To File For Representative Payee</u> <i>FA-0722, Automated Clearinghouse, ACH Deposit of Benefits (not a DCS form)</i> <u>SSA-11-BK. Request To Be Selected As Payee</u> (A Social Security Administration Form)</p>
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Collateral documents:	<i>None</i>
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