



AMHD
ADULT MENTAL HEALTH DIVISION

Provider Bulletin

for the Adult Mental Health Division

AMHD Representative Payee Services

March 19, 2013

The Adult Mental Health Division (AMHD) recently re-procured the Representative Payee Services, statewide, with new contracts to start on April 1, 2013.

The Representative Payee (RP) service is an educational opportunity for consumers to learn how to manage their own finances and is not meant to be a long-term fiduciary arrangement. As consumers become self-sufficient, involvement with the RP shall decrease until it ends, whereby additional consumers will be able to benefit from the learning opportunity and be referred for services.

The expected length of service for consumers in this RP program shall be up to two (2) years. The staff from the Hawaii State Hospital, the Community Mental Health Centers, and the Community-Based Case Management-Recovery Services Providers shall only refer consumers to the RP service who meet the criteria and AMHD Level of Care for the RP service. The case managers and RP Providers shall recognize consumers who are not progressing through the service and shall refer them to alternative supports within the two (2) year time frame.

Consumers who are unable to become self-sufficient at managing their own finances via this service may need to be transferred to an organization that is participating with Social Security Administration's (SSA) Representative Payee Payment Program. This program is geared toward providing financial support services to individuals who require assistance with their Social Security or Supplemental Security Income payments.

For consumers that need to be discharged from this service, the AMHD shall provide a transition period of up to one (1) year, to enable the Provider to assist each consumer with their individual needs. In extenuating circumstances, the discharge period may be extended. The Representative Payee Provider will receive a monthly payment for the discharge period.

Once the consumer enters the Discharge/Transition phase, the services to be provided shall be limited to the duties and services required of all entities working with the SSA's Representative Payee Payment Program.

The duties include, but are not limited to, the determination of each consumer's needs and use their payments to meet those needs; saving any money left after meeting the consumer's needs in an interest bearing account or savings bonds for the consumer's future needs; reporting any changes or events which could affect the consumer's eligibility for benefits or payment amount; keeping records of all payments received and how they are spent and/or saved; providing benefit information to social service agencies or medical facilities that serve the consumer; helping the consumer to get medical treatment when necessary; notifying the SSA of any changes in your (the payee's) circumstances that would affect your performance of continuing as payee; completing written reports accounting for the use of funds; and returning any payments to which the beneficiary is not entitled to SSA.

Initial authorizations for this service shall be for six (6) months.

Should you have any questions, please contact the AMHD Contracts Unit at (808) 586-8282.