July 28, 2008

To: TCRC Residential and ICF Providers

From: Phil Stucky, Controller

There have been many questions about Personal and Incidental (P&I) Funds with the transition of payeeships from Tri-Counties Regional Center (TCRC) to Trust Management Services (TMS) effective August1, 2008. The frequently asked questions and answers are as follows:

Q: Do I need to bill for the SSI portion of the B&C rate?
A: No. This portion will automatically be sent out on the 7th of each month.

Q: Will I receive the P&I automatically every month?
A: No. P&I will only be sent if you bill for it.

Q: How do I bill for the P&I funds?
A: Once someone's balance has fallen below the $200 limit, you need to fax your P&I ledgers to TMS directly. Copies of receipts for individual purchases over $25 can either be faxed in with the request or sent in separately.

Q: How much will I receive in P&I funds?
A: You will receive an amount up to the $200 maximum as long as the person has the funds in their account. For example, if someone has a current P&I balance of $50 and you send in ledgers and receipts that support the spending of $150, you will receive the $150 which will get the balance up to the maximum of $200. If the person only has a balance of $75 in their Trust account, then only $75.00 will be sent.

Q: Do I need to submit the "Monthly Consumer Resource Summary" to TCRC anymore?
A: No. This form in no longer required by TCRC.

Q: Do I need to submit the "Monthly Consumer Resource Summary" to TMS?
A: No.

Q: How fast will I receive reimbursement?
*A: TMS has daily check runs. For faxes received by TMS **before** 1:30 PM, the check will be mailed out that same day. If it comes in **after** 1:30 PM, the check will be mailed out the next day.*

Q. Will my checks be direct deposited?
A. No. TMS currently does not have direct deposit available but is looking at this option in the future.

Q: Do I need to contact the TCRC service coordinator about requesting P&I?
A: No. This can be done directly with TMS.

Q: My person currently has $400 in the P&I account. What do I need to do in order to receive future P&I?

A: Funds need to be spent down below the $200 maximum. As long as someone has over $200 in their account, TMS will hold their P&I.

Q: If TMS is holding the P&I, won't this cause a problem with the resource limit?

A: Possibly. The current resource limit is $2000 per person. It will be TMS's responsibility to ensure that the resource limit is not exceeded. You may be contacted by the Service Coordinator to assist in a spend down.

Q: Can I use my current format for P&I ledgers or is there a specific format TMS requires?

A: Yes as long as it is in a spreadsheet format that is easily readable. If you need to set up a new format, go to the TMS website at www.trustmgmtservices.com and look under the "Tri-Counties Regional Center" section, then click on the "Record of consumer P&I funds at Facility". Print out and use this form for future submissions.

Q: Why is the limit set at $200?

*A: This is due to over resource limit issues. If someone is determined by Social Security to be over the resource limit in a month, they are ineligible for their **entire** SSI benefit for that month and any future months until they are again below the limit. In order to reinstate their SSI it has to be proven to Social Security that they have spent down below the resource limit.*

Q: What if my person wants to save up for a major purchase that costs $600?

A: That is not a problem as long as you inform TMS ahead of time. Contact Stacie Landess of TMS so there will not be a future problem with being over the resource limit. She can make arrangements for the necessary payments with you.

Q: Who do I notify if a resident moves out of my facility?

A: Immediately contact the TCRC service coordinator – it is the SCs responsibility to change the POS authorization and send an address change to TMS.

Q: What if someone other than TMS is payee but doesn't send the SSI – can I bill TMS?

A. No. As the vendor you will need to work out the issues with the current representative payee. If problems persist – contact the Service Coordinator.

Q: How do I contact TMS?

A.*Contact person is:*

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