# Bread for the City

# Representative Payee Program

**Request for Payment of Consumer Expenses By Direct Deposit**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | | |  | | | |  | |
|  | |  | | |  | | |  | |
| Consumer Name: | | |  | | | | SSN: | | XXX-XX- |
|  | | |  | | |  | | | |
| Community Support Worker: | | |  | | | | Phone: | |  |

Consumers who have **personal bank accounts** and the skills required to manage their expense money using those accounts can request to have their expense money paid by direct deposit. Community Support Workers should provide a budget plan that calls for either a once monthly, twice monthly or weekly payment and indicate clearly that this money should be paid by *Direct Deposit to Consumer’s Name*. This **Request for Payment By Direct Deposit** form should be attached to the budget.

**Please read and have the consumer initial the following details carefully before completing the request form:**

|  |  |
| --- | --- |
| Initial Below |  |
|  | I have read the details of the **Direct Deposit Payment Schedule** on the back of this form. |
|  | |
|  | The Consumer and Community Support Worker signing below are responsible for verifying the **bank account number** and the **routing number** with the financial institution. You may also attach a Direct Deposit Form provided by your financial institution in addition to signing below. |
|  | |
|  | The consumer **must forward a copy of his/her personal account statement to Bread for the City monthly** for review. This is to ensure that account balances remain within the required resource limits set by the Social Security Administration and that consumers are managing their accounts in such a way as to avoid overdraft fees or other penalties. Statements can be faxed to 202-265-1970. **Note that future direct deposits may be held for failure to send in monthly statements.** |
|  | |
|  | If a scheduled Direct Deposit payment cannot be completed successfully, the RPP will notify the consumer and the Community Support Worker as soon as possible and issue a paper check for payment. |
|  | |

**Bank Account Information:** Please print clearly.

|  |  |  |
| --- | --- | --- |
|  | | |
| Name of Bank: |  | Type of Account: |
|  | | 🞏 Checking |
| Bank Address: |  | 🞏 Savings |
|  |  |  |
|  | |  |
| Account Number: |  |  |
|  | | |
| Bank Routing Number: |  |  |
|  | | |

**Signatures:**

**Consumer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Support Worker** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Team Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(1/2017)

**Direct Deposit Payment Schedule**

Once Monthly Payments/Beginning of the Month

* The date that beginning of the month payments are received will vary depending on whether a consumer receives SSI or SSDI and on the day of the week that the SSI or SSDI payment date falls.
* For SSI only recipients the direct deposit will be initiated on the 1st of the month (or prior if SSI is paid early because the 1st falls on a weekend or holiday).
* For SSDI recipients the direct deposit will be initiated on the 3rd of the month (or prior if SSDI is paid early because the 3rd falls on a weekend or holiday).
* The payments will credit to the consumer’s account 2 business days after it is initiated.
* Examples:
  + SSI is paid out on Wednesday, May 1st. The Direct Deposit is initiated on Wednesday, May 1st. Thursday, May 2nd is the first business day afterwards and Friday, May 3rd is the second business day. The consumer will receive payment on Friday, May 3rd.
  + SSDI is paid out on Friday, May 3rd. The Direct Deposit is initiated on Friday, May 3rd. Monday, May 6th is the first business day afterwards and Tuesday, May 7th is the second business day. The consumer will receive payment on Tuesday, May 7th.

Twice Monthly Payments/Beginning and Middle of the Month

* See above for schedule for Beginning of the Month payment
* Middle of the month payments will arrive on 15th.
* If the 15th falls on the weekend, payments will arrive on Monday following.
* If the 15th falls on a banking holiday, payments will arrive on the following business day.

Weekly Payments

* Weekly payments will be credited to consumer accounts on Mondays.
* If Monday is a banking holiday, payments will arrive on the following business day (Tuesday).
* Budgets should be set up to account for the fact that some months will have 5 Mondays.

Additional Disbursement Requests

* Additional funds can be paid out by direct deposit, but will only be transferred at the time of the next regularly scheduled transfer – thus processing will generally take more than 48 hours.
* Please follow-up with a RPP Coordinator to determine when the next transfer will be available.
* In general, if the ADRF is received by Wednesday will be initiated for Direct Deposit on Thursday and credit to the consumer on the following Monday.
* The receipt requirement for amounts of $250 or more still applies. We will forward a Receipts Tracker Form to the Community Support Worker and expect receipts to be returned.

The Representative Payee Program staff does its best to send out payments by Direct Deposit in a timely manner and in accordance with these timelines – on rare occasions benefit payments delays and technological complications complicate these efforts. For questions and further clarifications please contact a RPP Coordinator or the RPP Program Manager, Susanne Horn (shorn@breadforthecity.org)