



FOOD
CLOTHING
MEDICAL
services
LEGAL
services
SOCIAL
services
ADVOCACY
DIGNITY
RESPECT
SERVICE
JUSTICE

January 30, 2019

Dear Representative Payee Program client or Community Support Worker,

Bread for the City is changing to a new accounting software system and will be changing banks. We will still serve as your Representative Payee and will process your budget and checks as always. But in the next few months some things will change for you as we move from City First Bank to TD Bank. Below are some important notes for you.

Will my budget change?

Most budgets will not change. If you receive money weekly or keep a balance saved in your account the timing of your checks or direct deposit payments should stay the same. However, **clients who spend down all of their funds monthly may need to wait one extra business day to receive their beginning of the month expense money.** That means, if you spend all of your money each month and are used to receiving your first check of the month on the 2nd, it will instead be available on the 3rd of the month. Please reach out if you have questions or would like to review your individual budget plan.

Will my checks look different?

Yes. Your new check will be blue and issued from **TD Bank.**

Where can I cash my check and what will it cost?

You will be able to cash your checks at any **TD Bank** branch for free, but you will need to **bring two forms of ID.** Please see the attached list of TB Bank branch locations throughout the city. Please note that when you start to receive the new **blue checks** you will **no longer be able to cash your checks at City First Bank.**

I use a debit card or personal bank account. When will money be deposited on my card?

If you receive funds by direct deposit weekly, you can expect to see the money in your account by Monday. If you would like to receive an email notice when your deposit is sent out, please give us your email address.

What if I need extra money through the month?

Not much will change here. As always, please talk with your caseworker about any additional money you need. Once that request is approved and sent to us, we'll begin to process it using our 2 business day processing practice. The check will be ready after 10am on the 2nd day after we receive the request (ex #1: we receive the request at 2pm on Mon and so your check is ready after 10am on Wed. ex #2: we receive the request at 11am on Wed and your check is ready after 10am on Friday).

What if I have an emergency?

Again, please always talk with your caseworker first. As long as we receive the request before 11am, the emergency check may be available the following business day.

Please feel free to call your Bread for the City RPP Coordinator if you have any questions.

Thank you!

SOUTHEAST CENTER
1640 Good Hope Road, SE
Washington, DC 20020
phone: 202.561.8587
fax: 202.587.0537

NORTHWEST CENTER
1525 Seventh Street, NW
Washington, DC 20001
phone: 202.265.2400
fax: 202.518.0545

www.breadforthecity.org
info@breadforthecity.org
UW# 8219 CFC# 61733

District of Columbia TD Bank Network

Capital Store Name	Address	Phone
Alex/S. Washington#5203	119 S Washington St Alexandria VA 22314	703-682-6140
Ballston #2421	900 N Stuart Street Arlington, VA 22203	703-247-2936
Clarendon Wilson #5595	3101 Wilson Blvd Ste 120 Arlington VA 22201	703-387-0187
Constitution Square #5999	1275 1st St NE Washington DC 20002	202-408-1024
Dupont Circle #5121	1753 Connecticut Ave NW Washington DC 20009	202-232-4837
Georgetown #5831	1611 Wisconsin Ave NW Washington DC 20007	202-965-9450
Lafayette Tower #5923	801 17th St NW Washington DC 20006	202-429-4943
Metropole #5977	1489 P St NW Washington DC 20005	202-939-0518
Rhode Island Pl #5922	905 Rhode Island Ave NE Washington DC 20018	202-636-7091
Silver Spring City Pl #5925	8661 Colesville Rd Silver Spring MD 20901	301-565-2290
Tenleytown #5735	4849 Wisconsin Ave NW Washington DC 20016	202-537-8470
7th & I #5222	901 7th St NW Washington DC 20001	202-289-6175
14th & F #5824	605 14th St NW Washington DC 20005	202-783-2974
15th & L #5966	1030 15th St NW Washington DC 20005	202-682-2371
20th & K #2416	2000 K St NW Washington DC 20006	202-971-4004