



The Check-In

BFC'S REP PAYEE- CASE MANAGER
MONTHLY NEWSLETTER

JANUARY 2021

Happy New Year from the RPP Team!



JANUARY 2021

Bread for the City will be closed on the following days — please plan accordingly:

Monday, January 18, 2021—Closed for MLK Jr Day
Check pick-up Friday, January 15th or Friday, January 22nd

Wednesday, January 20, 2021—Closed for Inauguration

\$600 Stimulus Received

As of 1/4/2021 we have received the new \$600 Economic Impact Payment for many of our consumers.

As with the previous EIP, we are asking CSWs to assist their consumers in accessing the funds by submitting an [Additional Disbursement Request Form](#) to try to ensure that consumers receive their funds in a manner that is safe.

IMPORTANT: there is no requirement to collect receipts for the EIP funds — please help to document this by writing Economic Impact Payment or Stimulus as part of the description on the Additional Request Form.

Report Changes & Concerns

Now more than ever it is important that CSWs keep us informed about changes in consumers' situations so that we can report to SSA and adjust budgets accordingly. Please make sure to report any of the following situations immediately:

- Hospitalizations and other Institutionalizations (Drug Treatment, Incarceration, etc)
- Changes in work activity (consumer starts or stops working and/or receives Unemployment Benefits)
- Moves—please report planned moves in advance whenever possible
- Changes in other income (such as inheritances, private pensions, etc)
- Death of the Consumer

Please note that we will stop issuing payments and seek clarification from you if we notice that a consumer has stopped cashing expense checks or is not spending funds on their debit card.

Consumers who were receiving checks weekly or multiple checks per week may be better off receiving fewer checks so that they do not need to venture out several times per week to cash checks. Alternatively, this may be a good time to try switching to a PNC Debit card so that consumers do not need to cash checks or rely on the mail to deliver them.

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PNC PayCards

Now is the time to identify more consumers who may benefit from receiving their funds on a debit card rather than by check!

The benefits of the PNC PayCards include:

- No paper checks to get lost in the mail
- No travel to pick-up or cash checks
- No stale dated checks
- No check cashing fees
- VISA card can be used in virtually any store to make purchases and often to request cash back
- Free cash withdrawals at 70+ PNC ATMs in DC
- Card support through BFC in addition to PNC

We have revised the PNC Enrollment form—and are adding it to [the forms available on our website](#). Consumers can indicate their consent to enroll to their CSW or to RPP staff who can record this on the form in lieu of a signature.

IMPORTANT LOST CARD INFO: While we usually encourage consumers to call PNC themselves, during this time, please reach out to BFC first. We can make arrangements to have replacement cards mailed directly to consumers and via FedEx express mail.

Forms and Signatures

We understand that remote work makes it more complicated to print, sign, and fax or scan our RPP Forms.

We do ask that you please [continue to use our regular forms](#) to submit all Budgets, Additional Requests and Address Changes. We are prepared to receive documents in different formats including pictures of completed forms or typed/emailed forms in lieu of signatures.

- CSWs should follow their own agency policies re: supervisor approval and signatures on all documents.
- CSWs must at least copy an available Clinical Manager on their documents and emails when submitting forms.
- For requests of \$250 or more or in cases of funds payable to a third party without a formal invoice or bill, please have the Manager “sign-off” by being the one to email the request.
- Except for EIP Disbursements, **receipts must still be submitted for these requests of \$250 or more.**

RECURRING BILLS: For those consumers who usually bring utility bills in to BFC or have CSWs fax/email bills — CSWs or clients can call in or email to report the amount that needs to be paid. We will use the same account # information from past bills to make the payment.

COVID-19 UPDATES

The RPP staff continues working remotely to do our very best to continue to process all payments and BFC is continuing to limit face-to-face contact with RPP consumers. Therefore we encourage consumers to receive their payments by mail and/or to request a PNC Debit card to receive their payments so that they do not have to travel to Bread for the City in person. Please remind consumers that in person services (check pick-up) is still **only available on Mondays and Fridays from 8:30 am to 12 noon in our NW Center vestibule**. This also means that some checks will not be available within the usual 2-business-day timeframe.

Other BFC Services:

- Any DC resident in need of food can sign up to get a bag of groceries delivered at [Bread’s website](#) or by calling (202) 265-2400
- Those in need of legal services can call (202) 386-7616 and a member of BFC’s Legal Clinic will return calls to assess needs.
- Our Medical Clinic is seeing existing pa-



tients by appointment and via telemedicine. Call (202) 386-7020 for the Medical Clinic.



- Walk-Up COVID-19 testing is available for DC residents with healthcare access challenges at BFC’s NW Center on Tuesdays and Thursdays from 1—3pm.

Spend Down Plans

It is important to monitor your consumer’s balance so that he/she does not accumulate resources over the \$2000 asset limit if he/she receives SSI benefits. While the EIP is excluded from the asset limit for one full year, now is the time to start thinking about how to help consumers struggling to spend down.

Here are some ways to consider:

- Temporary increase to weekly or monthly personal expenses by changing the budget
- Shopping—BFC can assist with online orders for furniture or other large purchases
- Pre-Paid Burial or transfer to Burial Saving
- Gifts to family—while SSI recipients are sometimes discouraged from giving away money, it is ok to gift the Stimulus money

Please reach out to your RPP Coordinator for further details or assistance to make a spend down plan for your consumer.