

**Contract Position:**

Representative Payee Program Administrative Contractor

**About Bread for the City:**

Started in 1974, Bread for the City (BFC) is an award-winning front line agency serving Washington's poor. The agency began as two organizations; Zacchaeus Free Clinic began in 1974 as a volunteer-run free medical clinic, and Bread for the City was created in 1976 by a coalition of downtown churches to feed and clothe the poor. With a grant from the Social Security Administration, the two organizations jointly created a social services program to assist eligible clinic patients and food pantry clients with applying for and maintaining Social Security Disability Insurance and Supplemental Security Income. This close collaboration resulted in a merger in 1995. Today, we operate two centers in the District of Columbia and provide direct services to low-income residents of Washington, DC. All of our services are free. Our mission is to provide comprehensive services, including food, clothing, medical care, legal and social services to low-income Washington, DC residents in an atmosphere of dignity and respect.

**Our Mission:**

The mission of Bread for the City is to help Washington, DC residents living with low income to develop their power to determine the future of their own communities. We provide food, clothing, medical care, and legal and social services to reduce the burden of poverty. We seek justice through community organizing and public advocacy. We work to uproot racism, a major cause of poverty. We are committed to treating our clients with the dignity and respect that all people deserve.

**Our Vision:**

At Bread for the City, we share a vision of Washington, DC as a nurturing community, where all residents have access to the basic material resources they need for survival and growth, and the prosperity of their social, emotional, and spiritual lives.

**What is a Representative Payee?**

A Representative Payee is an individual or an organization designated to receive disability benefits on a client's behalf. The Representative Payee then helps the client budget the money and disburse the funds to pay for current needs, including housing and utilities, food, medical expenses, personal care and clothing. The Representative Payee must keep records of how the client's money is spent. This information is reported regularly to the Social Security Administration or to the Office of Personnel Management.

**About our Representative Payee Program:**

Bread for the City provides representative payee services to about 850 Washington, DC residents who need assistance in managing their personal financial affairs. The Representative Payee Program (RPP) provides payee services, under a contract with the DC Department of Behavioral Health (DBH), to consumers with chronic mental illness who are referred by a case manager of DBH or an affiliated Core Service Agency.

The Representative Payee Program helps DBH clients manage various types of income, including Social Security benefits (retirement or disability), Supplemental Security Income, and Civil Service Pensions.

### **How does the Representative Payee Program work?**

Clients enrolled in Bread for the City's Representative Payee Program work with their mental health service providers and Bread for the City staff to make sure that their basic financial needs are met. The client's case manager at the DC Department of Behavioral Health or a DBH affiliated Core Service Agency makes an initial referral to Bread for the City for payee services. The client is enrolled at a start-up meeting with the case manager and a Representative Payee Program staff member during which we discuss how the services work.

After enrollment, Bread for the City applies to the Social Security Administration or Office of Personnel Management to become the client's Representative Payee. Upon approval, the client and their mental health case manager meet regularly to set and review the client's monthly budget and discuss any emergency spending requests. Bread for the City relies on the case manager to be in regular contact with the client and keep Bread for the City informed about changes in the client's needs that might affect the budget or benefits.

### **Objective and Long term goal:**

Bread for the City seeks to subcontract a portion of our Representative Payee's Reporting, Correspondence, and Follow-up work.

### **Anticipated Scope of Work and Deliverables:**

- Receive, complete, and submit annual SSA 8203s, individual payee reports, and DURs to SSA. We anticipate around 100 reports per month.
- Create and maintain tracking system for payee report, SSA 8203s, and DURs completion and submission on a timely basis to SSA;
- Receive, assess, and process referrals to the Rep Payee program to maintain contract capacity. We anticipate around 15 referrals per month.
- Create a process to work with clients and their DBH treatment teams to obtain complete and updated budgets for all clients on a biannual (twice a year) basis. We anticipate around 850 budgets twice yearly.
- Provide a monthly report to BFC on reports & budgets completed, issues identified, and actions taken to address discrepancies.
- Maintain HIPAA level confidentiality of all client information and records.

### **Desired Skills and Qualifications:**

The strongest candidate(s) will:

- Be certified as a CBE Contractor (required)
- Clearly demonstrate ability to perform the above functions and provide examples of previous work to demonstrate experience;
- Demonstrate experience and expertise in developing and using tracking systems;
- Demonstrate experience in completing reports on a timely basis;
- Demonstrate experience in successfully working with SSA or a similar government agency;
- Demonstrate experience with and an ability to access BFC client databases (Salesforce and eClinicalWorks) in a secure location using a VPN. If unfamiliar with Salesforce and eClinicalWorks, must demonstrate proficiency with similar databases.
- Demonstrate experience with and ability to maintain HIPAA compliance.

There is an opportunity for the subcontractor to rent office space from Bread for the City and some negotiation on the scope of work is possible.

**Submission Guidelines:**

To apply, please email the following items as a single PDF document to [info@breadforthecity.org](mailto:info@breadforthecity.org). Please name your document with your first and last name followed by RPP (for example, JaneDoeRPP.pdf) and include:

1. A letter of interest explaining you (or your team's) experience and qualifications and detailing your hourly rate or billing for the proposed contract. (1-2 pages)
2. Three (3) or more professional references, including at least two director-level managers with whom you (or your team) has worked. (1 page)
3. Any supplemental materials you feel would help us understand your qualifications for this contract. (Up to 3 pages)

**Review/Contracting Process:**

All applications will be acknowledged via email within 5 business days of receipt. The hiring committee will review proposals and select candidates for interviews. Applicants reaching the final stage of the selection process may be asked to write a brief proposal (to which they will retain all rights of use), with final candidate selection to follow. Final terms of the contract will be determined by mutual agreement.

Thank you – we look forward to hearing from you!