

Trust Management Services
P.O. Box 601676
Sacramento, CA 95860-1676
Office (916) 394-1062
Fax (916) 399-9421
www.trustmgmtservices.com

Dear Residential Service Provider:

Trust Management Services (TMS) serves as the representative payee for consumers of Alta California Regional Center (ACRC). TMS has a fiduciary responsibility to manage consumer Social Security benefits to prevent overpayments and terminations of benefits. As the Residential Service Provider (RSP), you are required to comply with TMS' Personal Incidental Policy so that consumer's benefits are preserved under the Social Security Act and to ensure clients' rights are protected pursuant to the Lanterman Act.

- (1) Personal and Incidental funds maintained in the care home are limited to \$200. If your facility has more than this limit in the home for one consumer, you must return the excess funds by check payable to Trust Management Services for the benefit of "consumer name" and mail the funds to the address noted above. You should notify TMS before the 1st of the following month to avoid any overpayments due to your excess funds.
- (2) All RSP Personal and Incidental Ledgers must be faxed to TMS before additional P&I funds will be issued. If funds are depleted below \$200, you may request additional funds by faxing a copy of the consumer's P&I ledger to (916) 399-9421. TMS will then issue a check within 3 working days.
- (3) All RSP's must fax any monthly personal checking/savings account statements for each consumer to TMS as soon as you receive it. You can fax 24 hours per day to (916) 399-9421.
- (4) RSP's must never carry negative balances on P&I ledgers. If you need to purchase an item that costs more than the \$200 limit allowed at your facility, contact your Account Manager at TMS and request the funds prior to making the purchase.
- (5) If a consumer is close to going above the \$2,000 social security resource limit, the RSP can request excess funds from TMS via written request faxed along with the P&I ledgers. TMS makes every effort to insure that you are informed of these funds by sending a letter on the 4th of every month stating the TMS balance for each client so you have ample time to spend these funds down below the \$2,000 resource limit.

Note: TMS issues payments to care providers on the 3rd of each month. TMS does not send out turn-around invoices. TMS is not required to send 1099's and does not do so. Please keep stubs that accompany each check. If check stubs are lost, you may request a report from TMS that will

provide a complete listing of all payments made to you for the year. Please go to our website for all necessary forms at www.trustmgmtservices.com.

Sincerely,

A handwritten signature in black ink that reads "Eric Brown". The signature is written in a cursive style with a long horizontal flourish at the end.

Eric Brown
Director Payee Programs
Trust Management Services