

**Trust Management Services**  
**P.O. Box 601676**  
**Sacramento, CA 95860**  
**Office (916) 394-1069**  
**Fax (916) 399-9421**  
[www.trustmgmtservices.com](http://www.trustmgmtservices.com)

### **Personal & Incidental Funds Policy**

Trust Management Services (TMS) serves as one of the representative payee services for clients of the Harbor Regional Center (HRC). TMS has a fiduciary responsibility to manage client 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 client'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 client, you must return the excess funds by check payable to Trust Management Services for the benefit of "client name" and mail the funds to the address noted above. You should notify TMS before the 1<sup>st</sup> 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 client'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 client 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 client 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 ensure that you are informed of these funds by sending out ledgers at the end of each month with the current 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](http://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