

Trust Management Services
P.O. Box 601676
Sacramento, CA 95860-1676
Office (916) 287-9185
Fax (916) 399-9420
www.trustmgmtservices.com

Dear Residential Service Provider:

Trust Management Services (TMS) serves as the representative payee for consumers of Valley Mountain Regional Center (VMRC). 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's 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 and receipts to (916) 399-9420. TMS will then issue a check within 3 working days. Consumers can always request additional funds by contacting their VMRC Service Coordinator.
- (3) 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 the VMRC Service Coordinator and request the funds prior to making the purchase.
- (4) 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) 399-9420.
- (5) If a consumer is close to going above the \$2,000 social security resource limit, the VMRC Service Coordinator will submit an authorization to TMS to "spend down" the excess funds. TMS will issue a check for the spend down funds. The VMRC Service Coordinator and TMS will notify you that a spend down check is being issued. You are required to spend down the funds on the consumer's behalf by the end of the month in

which they are received. TMS will make every effort to insure that you are informed of these funds so you have ample time in which to spend them.

Note: TMS issues payments to care providers on the 9th 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 cursive script that reads "Eric Brown".

Eric Brown
Director Payee Programs
Trust Management Services