

**Trust Management Services**  
**P.O. Box 3739**  
**Paso Robles, CA 93447**  
**Office (805) 227-2861**  
**Fax (805) 227-2864**  
[www.trustmgmtservices.com](http://www.trustmgmtservices.com)

Dear Residential Service Provider:

Trust Management Services (TMS) serves as the representative payee for clients of Tri-Counties Regional Center (TCRC). TMS has a fiduciary responsibility to manage Social Security benefits to prevent overpayments and termination of benefits. As the Residential Service Provider (RSP), you are required to comply with Trust Management Services 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 resident, you must return the excess funds by check payable to Trust Management Services for the benefit of "residents 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 or emailed 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 resident's P&I ledger to (805) 227-2864. You may also email a copy of the ledger to the resident's TMS Account Manager. TMS will then issue a check within 3 working days.
- (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 resident's TCRC Service Coordinator to request the funds prior to making the purchase.
- (4) All RSP's must fax all monthly personal checking/savings account statements for each resident to TMS as soon as they are received. You can fax 24 hours per day to (805) 227-2864. Statements can also be emailed to the resident's TMS Account Manager.
- (5) If a resident is close to going above the \$2,000 social security resource limit, the RSP can request excess funds from the resident's TCRC Service Coordinator.

Note: TMS issues payments to care providers on the 7th 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 stroke at the end.

Eric Brown  
Director Payee Programs  
Trust Management Services