

TRUST MANAGEMENT SERVICES
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Personal & Incidental Policy

Trust Management Services (TMS) serves as representative payee for clients of Harbor Regional Center (HRC). TMS has a responsibility to keep clients under the \$2,000 Social Security resource limit. Total resources include money in their TMS account, P&I at your home, cash on hand and personal checking and/or savings accounts. As the Residential Service Provider (RSP), it is essential that you comply with TMS' Personal and 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.

- P&I funds maintained at the care home are limited to \$200. If your facility has more than \$200 for any one resident, you must spend down the excess funds by the end of the month.
- P&I ledgers must be sent to TMS before additional P&I funds will be issued. If funds are depleted below \$200, you may request additional funds. P&I ledgers can be faxed to (916) 399-9421 or emailed to your resident's TMS Account Manager. TMS will issue payment within 2 working days.
 - All P&I ledgers must show (in exact dollar amounts) the last P&I payment received and all expenditures.
- RSP's must never carry negative balances on P&I ledgers. If you need to purchase an item that costs more than \$200, contact your resident's HRC Service Coordinator and request funds prior to making the purchase. Receipts are required for all requests/purchases over \$200.
- Upon receipt, RSP's must fax or email TMS your resident's monthly personal checking/savings account statements.
- If your residents have earned income like wages, or unearned income such as unemployment, Indian gaming, mineral rights, pensions, etc. please assist them in providing copies of these reportable items to TMS.
- If a resident is approaching the \$2,000 Social Security resource limit, the RSP can request excess funds from the resident's Harbor Service Coordinator.