



CASEWORK ACTIVITY: **Accessing Money from Trust Funds of Children in Out-Of-Home Placements**

Revised 08/2007

PURPOSE

To ensure the proper distribution and use of SSI/SSA Trust Funds for children who are in out-of-home care.

PROCEDURE

1. eWiSACWIS sends ticklers to the SSI/SA advocate supervisor, the child's Ongoing case manager (OCM) and the Trust Fund manager regarding the need for a "spend down" of the child's trust money.
2. The SSI/SSA advocates will be informed by their supervisor that a spend down needs to occur. They, in turn, notify a region designee – program manager or fiscal liaison – advising that of the excess funds in a child's account.
3. Upon notification, the designee:
 - Discusses the child's needs with the OCM who will speak with the foster parent to determine what needs the child may have for items such as clothing or special equipment;
 - Asks the OCM to complete a "Trust Account Withdrawal Application" specifying the item or service to be purchased and cost. Justification for the purchase is required on the application.
 - Forwards the completed application, signed by the COM, her/his supervisor, and the designee to the SSI/SSA advocate.

Documentaton: All contacts with the advocate must be documented by the OCM on a wWiSACWIS Case Note under the child's name.

4. The SSI/SSA advocate submits the Trust Fund Withdrawal Application Form, along with a Spend Down Overview to the BMCW Trust Account Manager, who checks as to the appropriateness of the request based on Social Security's and BMCW allowable standards.
5. After e-mail approval is received from the SSI/SSA advocate, the designated region designee makes arrangements with the case manager and the foster parent for the purchase of the approved item(s) and/or service(s).
 - If the foster parent prefers to receive payment prior to purchase, the case manager will request this from the regional designee and a check will be mailed to the foster parent.
 - The foster parent must submit the receipts for the purchase to the OCM.



- The OCM submits the original receipt to the region designee and puts a copy in the paper case file.
6. The region designee submits the receipts to the Trust Account Manager for reimbursement from the child's Trust Account.
- Documentation:** Once the check has been written to the Ongoing Case Management program, the Trust Account Manager will record the withdrawal in eWISACWIS on the Ledger from the Trust Account window.
7. If there is a need which cannot be met utilizing the foster care payment, and the foster parent requests assistance, the OCM will submit a Trust Fund Withdrawal Application to the advocate for use of funds prior to the meeting of the \$2000 limit.

NOTE: The OCM must make certain that the items purchased for the child stay with the child if placement changes.

FORM REFERENCED

Trust Account Withdrawal Application (currently available in hardcopy)

CROSS-REFERENCE

Application for SSI/SSA Benefits