



Representative Payee Appointment Process & FAQs

Agape In Motion Incorporated is pleased to offer the Representative Payee Program. We will gather important information about your income, expenses and current money management practices.

Frequently Asked Questions (FAQs)

Is AIM currently accepting new applications for the Representative Payee Program and who can apply? YES, Agape In Motion Inc is currently applications for our representative payee program. Our payee program is open to any Missouri resident that is receiving Social Security benefits as their **primary** source of income; anyone receiving Veteran's Administration benefits but only if this is a secondary source of income and persons that self select to have their employment wages managed. **New applicants MUST currently be actively engaged with a local Community Support Organization.**

Agape In Motion Inc is a fee-for-service agency and collects a monthly fee from the beneficiary's benefits. This fee pays for administrative costs associated with being appointed payee.

- The fee is preset by the SSA and currently ranges between \$42-76 per month for those receiving SSA benefits;
- If receiving VA benefits the fee is different and is determined by the monthly VA benefit amount;
- If an individual self selects to have a payee and receives personal wages, the fee is 6-7% of his/her monthly wages.

What is the process for AIM to become a beneficiary's payee? Please follow the process outlined below for AIM to make application with the SSA or VA to become the beneficiary's representative payee:

A Community Support Worker must make an appointment with AIM for an initial interview/application. These appointments are made on a 1st come basis and take place on the 2nd & 3rd Thursday of each month between 11a-1p (except for December). Please email agapeinmotion@att.net for an appointment date and time after reviewing the application process with the beneficiary.

The initial interview/application appointment will take place at AIM's office. At this time...

- ✓ The beneficiary **MUST** appear in person with the Community Support Worker that is actively assisting the beneficiary. **The CSW MUST be present at the initial appointment and MUST be present anytime the beneficiary comes to the office for the first 90 days once the appointment of representative payee is made by the SSA. If this commitment is not able to be carried out, AIM will not be able to serve as representative payee;**
- ✓ The beneficiary should bring current picture ID and legal proof of SSN (i.e. SS card, Medicare card or letter from SSA with SSN on it);

- ✓ If the beneficiary is currently his/her own payee, an ORIGINAL letter from a psychiatrist or physician stating the reason a payee is needed must be presented. This letter will be forwarded to the SSA with the agency's application to the SSA;
- ✓ At the appointment, the beneficiary will complete an application and sign the SSA 4164 (Notice of Rep Payee Selection);
- ✓ AIM will mail in SSA 11 (Payee Appointment Request & Application);
- ✓ SSA will notify AIM when AIM has been appointed as payee. This documentation will also be sent to the beneficiary's address on file with the SSA. ***PLEASE NOTE: The SSA will not give any information regarding the application status until AIM is appointed payee;***
- ✓ Beneficiary and CSW will come in once FIRST deposit by SSA is made. Please bring in the following documents so that personal funds can be distributed accordingly...
 - Current Lease
 - ALL utility bills
 - Other household bills
 - Current mobile phone statement if it can be paid online
 - Any questions related to SSA funds
- ✓ A phone conference with SSA, AIM & the beneficiary may be necessary. If this is the case, a representative from SSA will contact AIM.
- ✓ If self-selecting AIM to become payee; a direct deposit form will be given to the individual during the initial meeting for the employer.

*******IMPORTANT INFORMATION*******

Monthly budgets will be calculated, and **household bills** will need to be provided after AIM has been appointed payee by the SSA (lease, utility bills and other monthly obligations). *This takes place during the first meeting AFTER AIM has received the beneficiary's 1st direct deposit.*

The SSA requires **AIM collect receipts** from beneficiaries for their personal spending funds issued from SSA benefits. Please ensure that beneficiaries understand that they are responsible for returning receipts for their personal monies (checks) that they receive. If receipts are not provided, subsequent checks will not be issued until receipts are turned in.

If there are further **questions**, please note them and they can be addressed at the initial interview/application appointment.

*Thank you for your interest in AIM's Representative Payee Program.
We look forward to working with you in the future.*