

# ALTA REGIONAL CENTER

## INDEPENDENT LIVING INTAKE

### CHECKLIST

- SSA-4164-Advanced Notification

Please use ink when completing this form. If the client signs with an X or a mark, there must be 2 witness signatures at the bottom of the form.

- SSA-8510- Auth for Info

- SSA-3288- Consent Release of Info

SSA- 8510 & SSA-3288 are Social Security forms and are required upon intake. Please enter the client's Name and SSN on the first line. Have the client sign. If the client signs with an X or a mark, 2 witness signatures are required at the bottom of the form.

- Intake Forms

TMS' Intake Form requests biographical information about your client. Please send copies of requested documents when instructed. Please complete all sections of the form. If a section does not apply, draw a line through it and write N/A.

- A letter from the Regional Center/Service Coordinator addressing the reason for Payee change.

- Rental Agreement

- Budget Sheet- ***must be complete, TMS will not process packet unless fully completed***

- The budget sheet instructs us who to pay, where to mail payments and how often money is to be sent.
- Enter the total amount of money the client receives each month in the income section.
- Notate your best estimate for the monthly amount spent on: rent, utilities, food, etc.
- For food and personal spending, please advise how often your client would like these funds issued (weekly, biweekly, monthly, semi-monthly or on a specific day of the month). When determining food and personal spending amounts, please calculate based on a 5-week month – as we don't want to run short on funds.
- Confirm that total monthly expenses do not exceed total monthly income.
- The client, with help from their ILS or SLS agency, should contact any utility company you have indicated on the budget form and request the mailing address of their bill be changed to our address PO Box 601676, Sacramento, CA 95860-1676 (***ONLY AFTER TMS HAS BEEN APPOINTED PAYEE***).The support agency should remind the client that if they continue to receive their bill this means TMS is not and they should again contact the utility company to request a change of address.

- Copies of current bills

***Nondisclosure of Employment and/or Resource Information may result in overpayments and/or loss of benefits***

- \*Copies of most recent paystubs

- \*Copy of Conservatorship paperwork

- \*Copy of most recent bank statement

- \*Copy of Burial Contract

- \*Copy of Special Needs Trust paperwork (accounting may be needed during a social security audit)

- \*Copy of most recent CalAble statement

- \*Direct Deposit for landlord (optional)

\*Direct Deposit for client **OR** Debit card for client (optional)

**Submit POS**

**\*\*\*Service Coordinators-please send a Purchase of Service (POS) to your Fiscal Department for the payee fee when you mail the Payee Packet to our office. TMS will not bill for payee fees until a benefit is received by our agency.**

\*if applicable

Once you have completed the checklist above, please mail original (wet signatures) intake packet to:

Trust Management Services

PO BOX 601676

Sacramento, CA 95860

Contact Fidelina Lara, Manager of Payee Operations if you have questions regarding the completion of this packet.

(916) 394-1064 or by email [fidelina@trustmgmtservices.com](mailto:fidelina@trustmgmtservices.com)

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## Advance Notification of Representative Payment

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Name of Wage Earner, Self-Employed Person or  
SSI Claimant

Social Security Number

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Name of Beneficiary (if other than above)

Relationship to Wage  
Earner, Self-Employed  
Person or SSI Claimant

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I understand and agree with the following.

### Need for Representative Payee

The Social Security Administration (SSA) has decided that I need someone to manage my benefits. Because of this, SSA will send my benefits to a representative payee. It is the duty of the representative payee to use my benefits for my best interests.

### Choice of Representative Payee

SSA has selected \_\_\_\_\_ to be my representative payee.

### My Right to Appeal

I understand that I have the right to appeal SSA's decision. I can appeal the choice of who will be the representative payee. In most cases, I can also appeal the decision that I need a payee. If I appeal, I will have the right to review the evidence in file and submit new evidence. I understand that I can have a friend, lawyer or someone else to help me.

I understand that I must file an appeal within 60 days. If I file after the 60 day period, I must have a good reason for not having filed this appeal on time. I have to ask for the appeal in writing. I will contact an SSA office if I wish to appeal.

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Signature

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Date

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Witnesses are required only if this statement has been signed by mark (X) above. If signed by mark (X), two witnesses to the signing who know the person making the statement must sign below, giving their full addresses.

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1. Signature of Witness

2. Signature of Witness

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Address (Number and Street, City, State and ZIP Code)

Address (Number and Street, City, State and ZIP Code)

**AUTHORIZATION FOR THE SOCIAL SECURITY ADMINISTRATION  
TO OBTAIN PERSONAL INFORMATION**

Authorizing Person (Person about whom information is being requested)	Social Security Number
Claimant/Beneficiary (If other than authorizing person)	Claimant's/Beneficiary's Social Security Number

I authorize any public or private custodian of records to disclose to the Social Security Administration any records or information about me. In the case of a minor or incapable person, I, as guardian or representative, authorize the same disclosure of records about the person I represent.

Authorizing Person's Signature		
SIGN HERE		
Mailing Address	City and State	ZIP Code

Your authorization does not ordinarily have to be witnessed. However, if you have signed by mark (X), two witnesses to the signing who know you must sign below giving their full addresses.

1. Signature of Witness	2. Signature of Witness
Address (Number, Street, City, State, ZIP Code)	Address (Number, Street, City, State, ZIP Code)

### **Instructions for Using this Form**

Complete this form only if you want us to give information or records about you, a minor, or a legally incompetent adult, to an individual or group (for example, a doctor or an insurance company). If you are the natural or adoptive parent or legal guardian, acting on behalf of a minor child, you may complete this form to release only the minor's non-medical records. We may charge a fee for providing information unrelated to the administration of a program under the Social Security Act.

**NOTE:** Do not use this form to:

- Request the release of medical records on behalf of a minor child. Instead, visit your local Social Security office or call our toll-free number, 1-800-772-1213 (TTY-1-800-325-0778), or
- Request detailed information about your earnings or employment history. Instead, complete and mail form SSA-7050-F4. You can obtain form SSA-7050-F4 from your local Social Security office or online at [www.ssa.gov/online/ssa-7050.pdf](http://www.ssa.gov/online/ssa-7050.pdf).

### **How to Complete this Form**

We will not honor this form unless all required fields are completed. An asterisk (\*) indicates a required field. Also, we will not honor blanket requests for "any and all records" or the "entire file." You must specify the information you are requesting and you must sign and date this form. We may charge a fee to release information for non-program purposes.

- Fill in your name, date of birth, and social security number or the name, date of birth, and social security number of the person to whom the requested information pertains.
- Fill in the name and address of the person or organization where you want us to send the requested information.
- Specify the reason you want us to release the information.
- Check the box next to the type(s) of information you want us to release including the date ranges, where applicable.
- For non-medical information, you, the parent or the legal guardian acting on behalf of a minor child or legally incompetent adult, must sign and date this form and provide a daytime phone number.
- If you are not the individual to whom the requested information pertains, state your relationship to that person. We may require proof of relationship.

### **PRIVACY ACT STATEMENT**

Section 205(a) of the Social Security Act, as amended, authorizes us to collect the information requested on this form. We will use the information you provide to respond to your request for access to the records we maintain about you or to process your request to release your records to a third party. You do not have to provide the requested information. Your response is voluntary; however, we cannot honor your request to release information or records about you to another person or organization without your consent. We rarely use the information provided on this form for any purpose other than to respond to requests for SSA records information. However, the Privacy Act (5 U.S.C. § 552a(b)) permits us to disclose the information you provide on this form in accordance with approved routine uses, which include but are not limited to the following:

1. To enable an agency or third party to assist Social Security in establishing rights to Social Security benefits and or coverage;
2. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level;
3. To comply with Federal laws requiring the disclosure of the information from our records; and,
4. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity of SSA programs.

We may also use the information you provide when we match records by computer. Computer matching programs compare our records with those of other Federal, State, or local government agencies. We use information from these matching programs to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of incorrect payments or overpayments under these programs. Additional information regarding this form, routine uses of information, and other Social Security programs is available on our Internet website, [www.socialsecurity.gov](http://www.socialsecurity.gov), or at your local Social Security office.

### **PAPERWORK REDUCTION ACT STATEMENT**

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at [www.socialsecurity.gov](http://www.socialsecurity.gov). Offices are also listed under U.S. Government agencies in your telephone directory or you may call 1-800-772-1213 (TTY 1-800-325-0778).** You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. ***Send only comments relating to our time estimate to this address, not the completed form.***

**Consent for Release of Information**

You must complete all required fields. We will not honor your request unless all required fields are completed. (\*Signifies a required field. \*\*Please complete these fields in case we need to contact you about the consent form).

**TO: Social Security Administration**

**\*My Full Name**

**\*My Date of Birth  
(MM/DD/YYYY)**

**\*My Social Security Number**

I authorize the Social Security Administration to release information or records about me to:

**\*NAME OF PERSON OR ORGANIZATION:**

**\*ADDRESS OF PERSON OR ORGANIZATION:**

Trust Management Services

P.O. Box 601676, Sacramento, CA 95860

**\*I want this information released because:** I want Trust Management Services to apply for payeeship of my benefits.

We may charge a fee to release information for non-program purposes.

**\*Please release the following information selected from the list below:**

**Check at least one box. We will not disclose records unless you include date ranges where applicable.**

1.  Verification of Social Security Number
2.  Current monthly Social Security benefit amount
3.  Current monthly Supplemental Security Income payment amount
4.  My benefit or payment amounts from date \_\_\_\_\_ to date \_\_\_\_\_
5.  My Medicare entitlement from date \_\_\_\_\_ to date \_\_\_\_\_
6.  Medical records from my claims folder(s) from date \_\_\_\_\_ to date \_\_\_\_\_  
If you want us to release a minor child's medical records, do not use this form. Instead, contact your local Social Security office.
7.  Complete medical records from my claims folder(s)
8.  Other record(s) from my file (We will not honor a request for "any and all records" or "the entire file." You must specify other records; e.g., consultative exams, award/denial notices, benefit applications, appeals, questionnaires, doctor reports, determinations.)

I am the individual, to whom the requested information or record applies, or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare under penalty of perjury (28 CFR § 16.41(d)(2004) that I have examined all the information on this form and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I also understand that I must pay all applicable fees for requesting information for a non-program-related purpose.

**\*Signature:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_ **\*\*Daytime Phone:** \_\_\_\_\_

**Relationship (if not the subject of the record):** \_\_\_\_\_ **\*\*Daytime Phone:** \_\_\_\_\_

Witnesses must sign this form ONLY if the above signature is by mark (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above.

1. Signature of witness	2. Signature of witness
Address(Number and street,City,State, and Zip Code)	Address(Number and street,City,State, and Zip Code)

# REQUEST FOR TRUST MANAGEMENT SERVICES TO PROVIDE REPRESENTATIVE PAYEE SERVICE

This form should only be completed if a determination has been made that the client is not capable of managing their own funds.

## PLEASE COMPLETE IN FULL

### CLIENT INFORMATION:

\_\_\_\_\_  
First Name MI Last Name

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ UCI#: \_\_\_\_\_

Client is conserved. Conservatorship must be limited to be of person only. Conservator must have no control of finances and must be unwilling to provide payee service.

### CRITERIA FOR ELIGIBILITY (CHOOSE ONE):

Client is in out-of-home placement and their parent/conservator/payee is unreliable in paying for placement, and no other family members or friends are capable of reliably performing this service.

Client is in out-of-home placement and their parent/conservator/payee is not living in the Alta California Regional Center service area, and there are no other family members or friends capable of reliably performing this service who live in the Alta California Regional Center service area.

Client lives independently in the community and has previously demonstrated a lack of money management skills, or a doctor has determined that the Client is incapable of reliably managing money.

Client's parent/conservator/payee has used SSI/SSA money for their own use rather than to meet the needs of the Client, and no other family members or friends are capable of reliably performing this service.

**Social Security Requirement** -Please provide a specific reason why the Client requires a payee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Service Coordinator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Coordinator (Type Name)

# TMS INDEPENDENT LIVING PAYEE INTAKE FORM

## CLIENT INFORMATION

\_\_\_\_\_  
First Name MI Last Name

SSN: \_\_\_\_\_ SSA Claim #: \_\_\_\_\_

UCI #: \_\_\_\_\_ Sex: \_\_\_\_\_

DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ State: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Mother's DOB: \_\_\_\_\_ Father's Name: \_\_\_\_\_ Father's DOB: \_\_\_\_\_

Legally Blind:  Yes  No (Check One) Deaf:  Yes  No (Check One)

Conserved:  Yes  No **If client is conserved, please attach a copy conservatorship papers and fill below:**

Conservators Name: \_\_\_\_\_ Conservators Phone#: \_\_\_\_\_

**LIVING ARRANGEMENTS:** Date Moved In: \_\_\_\_\_ (Month/Day/Year)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**DESCRIPTION OF LIVING ARRANGEMENTS:** Check One:  Alone in own Apartment/Home  Sharing Apartment/Home

Landlord Name: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\* INCLUDE COPY OF RENTAL AGREEMENT FOR CURRENT LIVING SITUATION.**

Prior Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CURRENT ROOMMATE INFORMATION**

1<sup>st</sup> Roommate Name: \_\_\_\_\_ DOB or SSN: \_\_\_\_\_

Is Roommate on SSI?  Yes  No (Check One)

2<sup>nd</sup> Roommate Name: \_\_\_\_\_ DOB or SSN: \_\_\_\_\_

Is Roommate on SSI?  Yes  No (Check One)

3<sup>rd</sup> Roommate Name: \_\_\_\_\_ DOB or SSN: \_\_\_\_\_

Is Roommate on SSI?  Yes  No (Check One)

**\*If additional space is required, use back of page.**

**EMPLOYMENT INFORMATION**

Employer Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How often Paid: (Check One)  Weekly  Every 2 Weeks  Twice a Month  Monthly  Piece Work

Paid by the: (Check One)  Hour  Piece Last Date Paid: \_\_\_\_\_ (Month/Day/Year)

Rate of Pay \$: \_\_\_\_\_ Average Check: \_\_\_\_\_

**\* PAYCHECK STUBS MUST BE SENT TO TMS FOR REPORTING TO SOCIAL SECURITY.**

**NONDISCLOSURE OF EMPLOYMENT AND/OR RESOURCE INFORMATION MAY RESULT IN OVERPAYMENTS AND/OR LOSS OF BENEFITS**

**RESOURCES: CHECKING ACCOUNT**

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Balance \$ \_\_\_\_\_ as of date: \_\_\_\_\_ (Month/Day/Year)

**\* ATTACH COPY OF CURRENT BANK STATEMENT**

**RESOURCES: SAVINGS ACCOUNT**

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Balance \$ \_\_\_\_\_ as of date: \_\_\_\_\_ (Month/Day/Year)

**\* ATTACH COPY OF CURRENT BANK STATEMENT**

**RESOURCES: CASH ON HAND**

Cash on Hand: \_\_\_\_\_ as of \_\_\_\_\_ (Month/Day/Year)

**RESOURCES: SPECIAL NEEDS TRUST**

Trustee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**\* ATTACH COPY OF TRUST DOCUMENT**

**RESOURCES: BURIAL ACCOUNT**

Where: \_\_\_\_\_

Amount/Balance \$ \_\_\_\_\_  Revocable  Irrevocable (Check One)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**\* ATTACH COPY OF BURIAL DOCUMENT**

**RESOURCES: CAL ABLE ACCOUNT**

Account #: \_\_\_\_\_ Date Opened: \_\_\_\_\_ (Month/Day/Year)

Balance \$ \_\_\_\_\_ as of date: \_\_\_\_\_ (Month/Day/Year)

**\* ATTACH CURRENT CAL ABLE STATEMENT**

**ADDITIONAL RESOURCES: (BENEFITS OTHER THAN SSI & SSA)**

Benefit: \_\_\_\_\_ Claim #: \_\_\_\_\_ Benefit Amount \$ \_\_\_\_\_

Benefit: \_\_\_\_\_ Claim #: \_\_\_\_\_ Benefit Amount \$ \_\_\_\_\_

**RECEIVING CAL FRESH:**  Yes  No (Check One)

**ILS/SLS AGENCY**

Agency Name: \_\_\_\_\_

Support Staff Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REGIONAL CENTER SERVICE COORDINATOR**

Name \_\_\_\_\_

Office Location

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REASON FOR PAYEE CHANGE:** \_\_\_\_\_

\_\_\_\_\_

# BUDGET SHEET

Consumer Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 SSA Claim #: \_\_\_\_\_

Income :  
 SSI \$ \_\_\_\_\_  
 SSA \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

Benefit Name and Claim number \_\_\_\_\_

Total Income \$ \_\_\_\_\_

Expenses:	Amount	Who is paid, Address & Phone #	Detailed Description: Inculde account #
Rent	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Utilities Gas	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Utilities Electric	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Utilities Phone	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Utilities Cable TV	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Food	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Personal Spending	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Other	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>
Other	<input style="width: 80px; height: 40px;" type="text"/>	<input style="width: 260px; height: 40px;" type="text"/>	<input style="width: 300px; height: 40px;" type="text"/>

Total Expenses \_\_\_\_\_