

NBRC's profile for Organizational Representation Payee

NBRC is seeking qualified **Organizational Representative Payee** agencies to provide money management services to North Bay Regional Center consumers residing in Napa, Solano and Sonoma Counties. NBRC currently is payee for 1300+ consumers with approximately two thirds of those residing in licensed residential care and the remaining one third living in independent/supported living or in a family home. Payee funds include all Social Security Administration programs as well as Railroad and other retirement plans. *Of particular importance is the Agency's ability and experience in maximizing of other benefits and resources that may accompany the benefits.*

Expectations - Money Management:

- Provide full scope money management and payee service as detailed by Social Security including: payee re-determinations, oversight of clients on Ticket to Work or have other earnings
- Secure Money Management system as outlined by Social Security Administration
- Payee protection
- Prevention of Identity Theft through the establishment of a secure system to protect payee's personal and financial information
- Meet all Social Security qualifications for Organizational Representative payee with exception of having non-profit c 503 status.
- Demonstrated ability for timely and accurate processing of received benefits and
- Full review of ancillary benefits available

Specialized knowledge and abilities

- Proven experience in establishing effective communication systems and working relationships with Client Program Coordinators (CPC's) and other NBRC staff while managing and overseeing client monies.
- Proven ability to work with persons with wide range of persons with developmental disabilities including those who are dually diagnosed with a mental health and/ or drug and alcohol diagnosis.
- Demonstrated ability to work with individuals with limited communication and cognitive and reasoning ability.
- Spanish and Tagalong speaking bi-lingual staff; sign language and TIDY equipment a plus
- Local office(s) accessible by public transportation
- Knowledge of public funding benefits of undocumented individuals
- Knowledge of Regional Center system and supports for persons with developmental disabilities living in the community.

Expected Outcomes:

- Vendorization of up to five agencies under Service Code 034, Money Management to assume payee responsibilities for all new and current trust accounts
- Reimbursement as outlined in Social Security Administration Guidelines